

***Respect. Now. Always.* Implementation Committee**

Terms of Reference

1. Purpose of the Committee

The *Respect. Now. Always.* (RNA) Implementation Committee is the leadership and key decision-making body for RNA. The Committee represents Macquarie's organisational commitment to improvements in the prevention and response to sexual assault and sexual harassment on campus.

2. Responsibilities:

The RNA Implementation Committee is to:

- Oversee the implementation of the RNA Action Plan (2018-2020);
- Report quarterly to the Vice Chancellor on the progress of the Action Plan, and the activities and outcomes of the RNA Project, via the Executive Co-chairs;
- Make recommendations for action to the Vice-Chancellor (Sponsor), in consultation with the RNA Staff and Student Advisory Groups; and taking into consideration advice from the Accommodation Partners Group
- Drive engagement by communicating with the Macquarie community.

3. Membership and Term of Office

3.1 Membership

- Director of Human Resources
- Deputy Vice Chancellor (Academic)
- Executive Director, Student Engagement and Registrar
- Director and Chief of Staff, Office of the Vice Chancellor
- Pro Vice-Chancellor, Learning and Teaching
- Project Lead, *Respect. Now. Always.*

3.2 Co-chairs of Committee

- Deputy Vice Chancellor (Academic)
- Director of Human Resources

4. Administrative arrangements

4.1 Meetings

4.1.1 In 2018, the Implementation Committee shall meet every 2 months. After 2018, the Committee will meet quarterly, or as required.

4.2 Secretarial support, Agendas and Minutes

4.2.1 The RNA Team will provide secretarial support for the RNA Implementation Committee, including preparation of agendas and discussion papers, and communicating responses and outcomes to the RNA Staff and Student Advisory Groups.

4.2.2 Agenda to be approved by the Co-Chairs and circulated to the Committee at least one week prior to the meeting

4.2.3 Where necessary, record decisions and actions for future reporting or review.

4.3 Committee powers

4.3.1 The Committee may require the production and submission of reports, documents, advice and other additional material to exercise the responsibilities described in section 2., as is deemed necessary.

4.3.2 The Committee shall have the resources necessary to ensure it can undertake the responsibilities described in a timely, independent and efficient manner.

4.4 Conflicts of interest

4.4.1 At the start of each meeting, committee members must declare any conflicts of interest in relation to any item for discussion.

4.5 Reporting requirements

The Co-chairs will report to the Vice-Chancellor quarterly on the implementation of the RNA Action Plan, activities and outcomes of the RNA Project and to the Executive Group, as appropriate.

5. Review

5.1 The RNA Team will review the RNA Implementation Committee's Terms of Reference at least once a year.

Members as of August 2018:

- Nicole Gower
- Kevin Jameson
- Heather MacKinnon
- Gail White
- Penny Huisman