

Terms of Reference

For the Sexual Harassment Board

A. AUTHORITY:

The University Sexual Harassment Board is established under the authority of the President. Its purpose is to periodically review and oversee the implementation of the University-Wide Procedures for Sexual Harassment and Sexual Assault Concerns and Complaints.

B. MANDATE:

To oversee the implementation of the University-Wide Procedures for Sexual Harassment Concerns and Complaints. Periodically review and approve any changes to the Procedures. Be represented on the selection committee for the appointment of the Advisor. Provide support to the Advisor. Liaise (role of each member) with the executives of each constituent group. Receive and review monthly reports from the Advisor. Promote, support and advocate the role of the Sexual Harassment Office throughout the university community.

C. MEMBERSHIP:

- i. The Sexual Harassment Board will be composed of at least one member appointed by each of the following constituencies. All constituencies will strive to nominate members who represent a diversity of voices.

Constituencies	Number of Representatives	Campuses
Administration	2	Grenfell, St. John's, Labrador Campuses

Canadian Union of Public Employees (CUPE) Local 1615	2	Grenfell, St. John's, Labrador Campuses
Lecturers Union of Memorial University of Newfoundland and Labrador (LUMUN)	2	Grenfell, St. John's Campuses
Memorial University of Newfoundland and Labrador Faculty Association (MUNFA)	2	Grenfell, St. John's, Labrador Campuses
Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN)	1	
Newfoundland Association of Public Employees (NAPE) Locals 1804 and 1809 and 7801 (Grenfell Campus) Local 7405 (Marine Institute Instructors) Locals 7801, 7803 and 7804 (St. John's Campus) Local 7850 (Marine Institute Support Staff)	7 Total 3 1 2 (local 7801 represented above) 1	St. John's, Marine Institute, Grenfell Campuses

Student Representative At-Large	1	Any Campus
Graduate Student's Union (GSU)	1	
Grenfell Campus Students' Union (GCSU)	1	
Memorial University Students' Union (MUNSU)	2	
Marine Institute Students' Union (MISU)	1	
Community Members External to Memorial	3	Grenfell, Labrador, St. John's Campuses
Sexual Harassment Office Advisor (non-voting)	1	Represents all campuses (Harlow and Frecker Included)

- ii. All members of the Board will have a two-year renewable term, for no more than two consecutive terms.
- iii. All members have voting rights, excluding the Advisor.
- iv. The constituencies detailed in the Membership section, C i , will be responsible for maintaining their representation on the Board and reporting back to their constituent group. Meaning, each board member will maintain their membership on the board and report back to their community with any relevant information.

- v. Any changes to the University-Wide Procedures for Sexual Harassment and Sexual Assault Concerns and Complaints requires unanimous consent of the Board as identified in Membership, section C i.
- vi. The Co-Chairs of the Board are elected from the Board Members and serve for a one-year renewable term, for no more than two consecutive terms.

D. OPERATIONS:

The Sexual Harassment Board meets quarterly or as otherwise requested at the call of the Co-Chairs.

All members of the Sexual Harassment Board will sign and agree to the terms of a confidentiality agreement and will comply with the terms of the agreement. All members of the Sexual Harassment Board will treat any and all information, communication, and discussions as confidential. Information required to be relayed to constituencies will be clearly identified as sharable. All shared information needs to be de-identified or anonymized, depending on the particulars of the situation.

All members of the Sexual Harassment Board will become familiar with the bylaws of the Sexual Harassment Board and will comply with the terms and conditions contained within.

Members of the Sexual Harassment Board will recognize their increased responsibility in contributing to and creating an environment free of sexual harassment and sexual assault.