GOVERNMENT WOMEN'S NETWORK

WOMEN ACHIEVING THEIR POTENTIAL

Terms of Reference

7 March 2016

Contents

1.   Overview

The Government Women's Network (GWN) is an inclusive network of public sector professionals working to create a step change that will enable all women in the public sector to achieve their full career potential.

GWN has been co-created out of an establishment group of individuals from 12 agencies commencing in late 2014. It has grown from interest in connecting employee-led diversity and inclusion initiatives across government. It gained momentum in 2015 with support from the *Women in Government* network of senior women leaders. GWN continues to evolve and has potential to connect agencies' organisational development efforts linked to diversity, leadership and workforce.

Some of our key approaches are:

- growing visibility and dialogue across government
- enabling the sharing of information, knowledge and good practice
- acting as a glue to connect efforts across individuals and agencies

Most importantly, we are here for the long term to create a wide, deep and sustainable shift in strengthening the participation of women right through the public sector.

2.   Vision

Our vision is to connect people across New Zealand to achieve a step change that will see women in government achieving their potential.

This vision will only be achieved when barriers facing women are relegated to the past. This includes challenges to women's progression such as unconscious bias, the gender pay gap, income inequality, occupational segregation, and discrimination, whether conscious or unconscious, historical, structural or social.

3.   Purpose

GWN is passionate about seeing women achieve their potential. We want women to achieve what they are capable of and what they want, but a lot of things can get in their way.

Historical baggage such as the gender pay gap and unconscious bias is unhelpful to women. While nobody intended for it to be this way women have received mixed messages about how to improve, being told that their innate behavioural characteristics are the problem. We want to get the message out that women are not the problem (ie *It's not about you!*) .

The issues that slow women's progress are structural and systemic in nature. Together we can work to remove these barriers and see all women achieve their potential.

We operate as a community of engagement and work at different levels by:

- connecting agencies as a virtual community backed by networked leaders and organisers
- harnessing effort and interest in diversity and leadership
- increasing the impact and reach of gender diversity action in practical ways
- removing barriers and encouraging women to own their aspirations and potential
- providing professional networking, tools and professional development support.

4.   Function

GWN functions as a community of interest by:

- linking individual groups in agencies and encouraging collaboration
- promoting relevant resources on diversity issues, events, and issues of interest
- generating ideas and modelling good practise
- providing practical support and trouble-shooting including peer support, advice and experience
- contributing to professional development
- supporting self-forming sub-groups, such as new starters in the public sector and returners to work.

5.   Membership of the Network

GWN is available for all women in government, regardless of role, geographical location or specific type of government entity. Local government is included along with central. We want all women to feel and be equal in their workplace, to share their career stories, and for barriers to be identified and eliminated so that all women can maximise their potential to pursue personal and career goals.

Members participate in GWN through their agency groups. Individuals can become part of GWN by contacting their agency representative, or by attending advertised events. There is no restriction on membership numbers, although the events may have an attendance cap.

6.   Membership of Core GWN Groups

Within the network are three core groups; the working, advisory and governance group. A brief biography of our core members will be available on the GWN website. GWN relies on having this stable core of committed and active members.

Individuals who accept core GWN roles are expected to actively participate in the conduct of GWN business. This includes meeting attendance and actively contributing by email or through an online forum.

Members of GWN's core groups need to share work. This means proactively becoming involved with activities, tasks, project work or sub groups. Current work areas include:

- website development
- communications
- membership co-ordination
- event management
- programme co-ordination
- education, awareness and advice.

We recognise that agency business and other commitments may impact on members' commitments from time to time. These impacts should be communicated in advance to the GWN co-ordinator.

GWN's core roles rotate annually, in the interests of succession management and bringing in new perspectives. Roles are filled by expressions of interest through an open contestable process, having regard to GWN's business requirements.

GWN's Home agency is an active sponsor providing a part-time co-ordinator and modest financial support and administration.   Inland Revenue is the Home agency for GWN in 2016.

7.   Communications

GWN communications will generally be issued under a dedicated email address as the central voice of GWN. The GWN co-ordinator, located in GWN's current Home agency, can be reached at GWN@ird.govt.nz.

All incoming and out-going communications are directed to the GWN inbox in the first instance.

Over time the channels of communication will include:

- GWN's website www.GWN.govt.nz
- Telephone and in-person discussion
- Collaboration tools, e.g. Jam/Yammer or the NZGovtEvents, through ShowGizmo.

A central repository is maintained by the GWN co-ordinator of final GWN communications and resources.

8.   Use of Brand

The wide use of the GWN brand (including the logo and emblem) is encouraged to promote awareness of GWN among women, agencies and stakeholders.   Members with specific GWN roles may wish to add the logo as a signature block in their internal communications, and external communications with GWN's agreement.

The GWN brand is available and encouraged for use by all agency groups, with GWN agreement. Agency members may choose to co-brand using both their agency logo and GWN logo adjacent.

A style guide is available to ensure a consistent "look and feel" is maintained.

GWN naming conventions will be developed.

9.   GWN Resources

GWN is working to increase the reach and impact of gender diversity action. This means collating and sharing resources so they can benefit a wide audience and normalise diversity and inclusion over time.

GWN develops and maintains a central repository of resources including:

- presentations
- surveys among members
- event management documentation
- meeting minutes
- workshop analyses
- case studies and exemplars
- research reports
- data.

Members are encouraged to support the library to grow and remain current by actively identifying suitable resources and forwarding them to the GWN co-ordinator. Members are also asked to disseminate these resources widely among women and across the public sector.

This library will be stored centrally and operate on principles of openness and transparency. All information is shareable unless expressly agreed otherwise.

The library is currently hosted as a shared workspace requiring a RealMe log-in pending the launch of the GWN website. Access will be provided to any GWN member on request.

10. Personal Information

Personal information will be limited to contact information, held by the GWN co-ordinator, and handled appropriately. This information can be edited or removed at the request of the member.

11. Conflict Resolution

Consensus (agreement) is the norm, and open and constructive communications are encouraged.

Where issues arise, informal face to face dialogue should occur where possible among the affected members. If necessary a third party can be involved to help with mediation. We

expect members to behave in a respectful manner, maintaining privacy and constructive relationships.

12. Further Information

Further detail on the functionality of GWN is contained in the Strategic Plan, the GWN Website, or by contacting core group members via GWN@ird.govt.nz.