PLEXUS Committee

A description of the Role & Responsibilities of the PLEXUS Committee
## Version Control

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1 Chair of PLEXUS

1.1 Responsible for managing the affairs of the Group
1.2 Ensure activities agreed at meetings are actioned
1.3 Keep in contact with all committee members
1.4 Ensure membership services are maintained
1.5 With support from the Secretary maintain the Membership Database and liaise with OU Students Association in ensuring members are added to the closed VLE forums
1.6 Represent the Group within OU Students Association
1.7 Produce an article for the OU Student’s Magazine where appropriate
1.8 Attend the OU Inclusion Committee Meeting
1.9 Attend at the OU Students Association Biennial Conference (or send a representative)
1.10 Liaison with the Vice President Equal Opportunities on activity and wider support and engagement
1.11 Liaison with the OU Equality, Diversity and Inclusion Unit
1.12 Liaison with the OU LGBT+ Staff Group on joint campaigns and engagement

2 Secretary of PLEXUS

2.1 Support the Chair in the organisation of the Group
2.2 Collate the bi-monthly reports of the Committee and present in an appropriate format to the Membership and wider OU Students Association
2.3 Support the Chair in the maintenance of the Membership database supplying extracts to Officers where applicable
2.4 Organise Committee Meetings and announce General Meetings as per the Constitution
2.5 Report upon expenditure of the Group in liaison with the OU Students Association
2.6 Provide Secretariat at all meetings including the annual general or extra-ordinary meetings of the Group
2.7 Ensure the message of PLEXUS is concise and is line with the constitution
2.8 Produce a bi-monthly newsletter for online production to membership
2.9 Act as an administrator for the website
2.10 Responsible for all of the social media platforms, with the support of Social Media Champions

3 Campaigns Officer

3.1 Lead upon the campaigns and activism of the Group by engaging with other LGBT+ Group’s within the UK
3.2 Facilitate monthly awareness campaigns as deemed appropriate by the Committee or particular time
   3.2.1 October – Black History Month
   3.2.2 November – Transgender Awareness Day
   3.2.3 December – World AIDS Day
   3.2.4 January – Hashtag Event to be determined annually
   3.2.5 February – LGBT History Month
   3.2.6 March – International Women’s Day
   3.2.7 May – International Day Against Homophobia, Transphobia and Biphobia
   3.2.8 June – LGBT+ Pride Month – Start of the Pride Season
3.3 Coordinate the Committee presence at the UK Pride events
3.4 Coordinate the Social events supporting the Chair of PLEXUS in order to meet the membership
3.5 Engage with Social Media Platforms in relation to Campaigns and Events
3.6 Support the Equalities & Support and Women’s Officer in ensuring there is appropriate access to support and campaigns for the membership

4 Equalities & Support Officer

4.1 Act as point of contact for the Membership of the Group regarding any concerns or issues they may have either from a personal or academic point of view
4.2 Maintain the support network or One-Stop-Solution for members enabling them to access support or networking opportunities in their local area
4.3 Engage and respond to LGBT+ support groups both nationally and locally to support the needs of PLEXUS and its membership
4.4 Engage and respond to LGBT+ charities in support of equal opportunities for LGBT+ people; for example, Stonewall UK
4.5 Provide support and access opportunities for LGBT+ Women in conjunction with the Women’s Officer
4.6 Ensure the Open University material is suitable for the current generation and recognise where former terminology is derogatory and not acceptable
4.7 Liaise with the Vice President Equal Opportunities regarding any issues or concerns that are raised by the Membership or Committee
4.8 Liaise with the Vice President Student Support regarding any issues or concerns that are raised by the Membership or Committee

5 Women’s Officer

5.1 Represent LGBT+ Women within the Group ensuring their views and opinions are expressed at the highest level of the Group
5.2 Work with the Equalities & Support Officer to ensure there is a pathway for support needs of LGBT+ Women
5.3 Work with the Campaigns Officer to ensure that campaigns feature women’s rights and equalities, in particular equal rights and safer sex
5.4 Engage with the Vice-President Equal Opportunities and Vice-President Student Support through the Equalities & Support Officer, enabling the members to gain support and ensure LGBT+ women are recognised across the OU
5.5 Manage the Caucus Representatives ensuring they are proactive within their threads on the forums and social media platforms. NB: As the roles are unelected there is an expectation of engagement which will be closely monitored by the Committee

6 Trans Officer

6.1 Represent Transgender/Non-Binary people within the group, ensuring their views and opinions are expressed at the highest level of the Group
6.2 Work with the Equalities & Support Officer to ensure there is a pathway for support needs of LGBT+ Women
6.3 Work with the Campaigns Officer to ensure that campaigns feature women’s rights and equalities, in particular equal rights and safer sex
6.4 Support the Vice President Equality and Diversity in ensuring the OU Students Association and Open University recognise students who wish to be recognised a gender different from birth or wish or non-binary e.g. Mx rather than Mr or Mrs or Ms
6.5 Be the elected representative of PLEXUS that represents PLEXUS during conferences with the Open University in relation to gender identity
7 Committee Member

7.1 Support the Committee in delivering the constitution and motions of the Group
7.2 Represent the members and Officers at meetings when needed
7.3 Engage with all organised activities of the Group, which isn’t limited to committee meetings, online events or wider Association engagement
7.4 Act as a lead, when appropriate for Group activity in support of the Officers of the Group
7.5 In the case where an Officer position becomes vacant, act in that role until a replacement is co-opted or elected

8 LGBT@OU (Staff Network)

8.1 There is an opportunity for a member of the Open University staff (Full Member) to sit on the Committee to represent the views of the staff of the Open University, including the OU Students Association.
8.1.1 Represent the views of the Open University Staff based in Milton Keynes and in the Regions and Nations
8.1.2 Provide a support link for joint campaigns and engagement as per point 5.2, 5.3, 5.4 and 6.3 of this document

9 Changes to the Roles & Responsibilities

9.1 Changes to the Roles & Responsibilities of the Committee and its representative body must be confirmed by a two-thirds majority at a meeting of the committee
9.2 Upon agreement the proposals must be approved at a General Meeting in conjunction with the Constitution section 5.1
9.3 A challenge to the roles and responsibilities of the Committee should be addressed to the Secretary in conjunction with Constitution section 5.11
9.4 Where a challenge is to the role of Secretary the Chair shall address this in conjunction with the Constitution section 5.11
9.5 A vote of no-confidence in the committee as a sole entity or in body should be addressed to the Vice President Equal Opportunities and addressed in conjunction with the Constitution section 5.11

10 Acceptance of the Roles & Responsibilities

10.1 The Roles and Responsibilities were approved by at a meeting of PLEXUS held on __14th August 2018__(date)

Chair’s Signature

[Signature]