

# **TERMS OF REFERENCE THE ARMY LGBT FORUM**

## **1. AIM**

1.1 The aim of the Army LGBT Forum is:

“To promote a work environment in which Army personnel, including its LGBT personnel feel supported and valued, enabling them to fulfill their career potentials and to contribute fully to the benefit of the Service”.

## **2. TERMINOLOGY**

2.1 Hereon in the following terms will be used to mean the following:

- 2.1.1 The Forum - meaning the Army LGBT Forum, which consists of those Army LGBT personnel who take an active interest in matters affecting the LGBT community;
- 2.1.2 Members - meaning those Army LGBT Personnel who take part in the Forum;
- 2.1.3 The Committee - meaning those Members elected, or co-opted, to the positions listed in paragraph 4.2;
- 2.1.4 Army E & D Staff - meaning Officers and Soldiers from Army Head Quarters Equality & Diversity Policy Staff.

## **3. OBJECTIVES**

3.1 The objectives of the Forum are:

- 3.1.1 Providing confidential advice and rank-ranged peer support;
- 3.1.2 Enabling mentoring of LGBT soldiers in support of the ‘Soldier First’ ideal;
- 3.1.3 Hosting networking events to introduce military role models and to gauge the effects of Army policies on LGBT personnel;
- 3.1.4 Providing general advice on military policy and career opportunities;
- 3.1.5 To assist the Army in visibly demonstrating its commitment to equality and diversity through interaction with the media, attendance at events including London Pride, and through engagement with recruitment teams;
- 3.1.6 Maintaining a website with advice on careers, health, networking events and Bullying and Harassment;
- 3.1.7 Hosting a private, members only Facebook group for peer support;
- 3.1.8 Running a Twitter feed with information and news;

- 3.1.9 Providing encouragement and advice about Army life to potential recruits;
- 3.1.10 Advising DM(A) Employment Branch about the effects of policy on LGBT personnel;
- 3.1.11 Working with AMC and DMC to foster a positive media image of inclusion within the Army;
- 3.1.12 Providing confidential advice to all personnel, especially Commanders and EDAs about LGBT issues;
- 3.1.13 Organising an annual Army LGBT Conference to promote LGBT inclusivity, and to offer training and updates on diversity information to Commanders, RCMOs and EDAs;
- 3.1.14 Identifying expert speakers for Army training events and opportunities for external community engagement.

#### **4. FORUM ORGANISATION**

4.1 The Committee will be drawn from a broad cross-section of the Army, including from the different LGBT groups, sexes, cap badges, ranks, ages and forms of engagement;

4.2 The Committee will consist of the following positions:

4.2.1 Chair;

4.2.2 Vice Chair;

4.2.3 Secretary;

4.2.4 Welfare Officer;

4.2.5 Media Representative;

4.2.6 Social /Events ;

4.2.7 Interest Group Representatives:

4.2.7.1 Lesbian Service Personnel Rep;

4.2.7.2 Gay Service Personnel Rep;

4.2.7.3 Bisexual Service Personnel Rep;

4.2.7.4 Transgender Service Personnel Rep;

4.2.7.5 Reservist (to inc Territorial Army, Cadet and Veteran Personnel)Rep;

4.2.7.6 Others as deemed necessary;

4.3 The Chair will represent the Forum within the Army and without; will organise and chair meetings of the Forum; will oversee the running of the Committee; and will act as the representative of Members who have cause to address grievances;

- 4.4 The Vice Chair will deputise for the Chair as required; will assist Army E & D Staff to manage the Forum attendance at Pride; will assist with work relating to Stonewall Benchmarking; and will work on matters pertaining to recruitment, media and public relations;
- 4.5 The Secretary will collate and disseminate information from, and between, Army E & D Staff, the Committee, Members and outside organisations; will actively recruit new Members; and will help organise meetings of the Forum;
- 4.6 The Welfare Officer will be responsible for presenting matters of concern of Members or of the Forum to the Committee and to Army E & D Staff; will work with the Media rep to disseminate information and advice about bullying, harassment, civil partnerships, Service housing, adoption and other welfare matters;
- 4.7 The Media Rep will coordinate Forum media activity across all channels in use; liaise with the controller the Proud2Serve website and maintain up to date Army content; maintain the ArmyLGBT website; liaise with Defence and Army media teams, Soldier and ARQ Magazines, ArmyNet and Defence Intranet web masters to maximise exposure of the Forum across the Regular and Reserve Army, wider defence and LGBT community. The Media Officer shall ensure that LGBT and Straight Ally Role Models are profiled on Forum and Army Media throughout the year and coordinate with Defence Media for personnel to be profiled in public LGBT media sources.
- 4.8 Interest Group Representatives will aid the Committee by providing expert opinion on matters affecting their respective groups; will, if required, assist the Chair in representing individual grievances of Members to Army E & D Staff; will recruit new Members; and will assist in developing material for those websites used by the Forum.

## **5. CONFIDENTIALITY**

- 5.1 Committee members in posts identified in Para 4.2 will be publicly identified on Forum Media in line with the Forum's stated desire to provide visible role models to serving personnel and recruits. Personnel in other temporary posts or providing advice or guidance to the Forum shall not be publicly identified without out prior connect. Such connect can be withdrawn on request;

## **6. ADMINISTRATION**

- 6.1 The Forum will meet quarterly each year, with at least 2 meeting being held at Army HQ (incorporating VTC if required). Other meetings can be held at locations dictated by the Forum Chair. The Tri/Quad Service LGBT Conference can be incorporated into these timings. Additional meetings and working groups may be held as required;
- 6.2 Army E & D Staff will be invited to attend meetings, or parts of meetings, of the Forum by invitation of the Chair as well as the deputy-chair and/or chair of the Royal Navy, Royal Air Force and Ministry of Defence Civil Service LGBT Forums;
- 6.3 The Committee will be selected from Members who voluntarily nominate themselves for the roles in paragraph 4.2. A simple discussion between the chair and both vice-chairs will be taken to elect members of the Committee;

- 6.4 Positions on the Committee last two years and may be renewed by the stipulations in paragraphs 6.3;
- 6.5 Should a position attract no nominations the Chair shall be responsible for co-opting a suitable candidate;
- 6.6 The Terms of Reference of the Forum will be reviewed annually and may be changed by the chair at any time.

Ratified at the Forum Meeting on:

Sig Block