



# Inclusion and Equality Representative

## HEN Description of Responsibilities Consecutive terms limited to 5 years

revised October 2020

### General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

### Specific Responsibilities for the Inclusion and Equality Representative:

The Inclusion and Equality Representative

- Maintains an up-to-date knowledge of the relevant legislation.
- Assesses HEN membership needs and promotes community cohesion.
- Develops, in accordance with the NCB, the policies, code of conduct and strategies to ensure HEN operates in line with our ethos and meets statutory requirements.
- Works, together with the SEAN Representative, to promote equality and inclusion within HEN membership; if necessary, seeking training opportunities, in accordance with the NCB, for Local Contacts and NCB members, to raise awareness and to act according to HEN ethos.
- Provides advice, guidance and support on inclusion and equality issues.
- Provides advice in case of a dispute between members when questions of inclusion and equality are raised, aiming at conflict resolution by reaching consensus. In order to do so, the Inclusion and Equality Representative, may in accordance with the NCB, seek relevant training opportunities or relevant contacts.
- Monitors and reviews the policies, codes of conduct and strategies in place, reporting to the NCB any issue.
- Refers to and liaises with other relevant organisations as and when needed, in accordance with the NCB.