

# Spectrum LGBTQ+ Network

## Terms of Reference

### 1. Network Name and Contact

*Spectrum* is the LGBTQ+ Staff Network at the London School of Economics & Political Science (LSE).

- Web and Email: [lse.ac.uk/spectrum](https://lse.ac.uk/spectrum), [spectrum@lse.ac.uk](mailto:spectrum@lse.ac.uk)
- X: [@LSESpectrum](#) (private)
- Instagram: [@lse\\_spectrum](#)

### 2. Membership

Spectrum Membership is open to any LGBTQ+ identifying people, LGBTQ+ questioning people, or LGBTQ+ allies employed by the LSE, where employment includes all levels, including Professional Services Staff (PSS), Academic staff (NAC, Teaching, or Research) on temporary or permanent contracts, Facilities Management staff, Graduate Teaching Assistants (GTAs), and postgraduate research students.

Members are included in the Spectrum email list and Teams channel and are also entitled to vote in Spectrum elections.

### 3. Inclusive and Respectful Participation

Participation in Spectrum is based on a principle of inclusion and a principle of respect: all our events welcome the curious, the questioning, and the allies, as well as the self-identifying and established members of the LGBTQ+ community, so long as they commit to being respectful of each other's identities. Although some events may target specific subgroups of our community, no Spectrum event is ever exclusive. All respectful guests are welcome.

### 4. Purpose of the Network

LGBTQ+ people share common cultural, lived experience, and characteristics that are protected in the UK by the Equality Act 2010. The purpose of Spectrum is to represent and support LGBTQ+ employees at the LSE.

Spectrum's representation includes all members of the LGBTQ+ community: people who are lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual, aromantic, and other minority gender identities and minority sexual identities. The list keeps growing as gender identity and sexual orientation continue to grow as cultural concepts, and we are inclusive of all of them.

Spectrum is especially supportive of our trans and trans non-binary community, as well as of intersectional LGBTQ+ identities, especially in environments where they are under explicit attack: we stand with all our siblings.

There are three components to Spectrum's work: Representation and Consultation, Culture and Education, and Social Community and Networking.

#### 4.1. Representation and Consultation

Spectrum is the official LSE staff network representative for all issues related to LGBTQ+ staff life on campus. This includes advising on proposed policy changes that specifically affect LGBTQ+ people, including through representation on the LGBTQ+ Steering Group, as well as through direct advice to the Equality, Diversity and Inclusion (EDI) office, the LSE Executive Office, the School Management Committee (SMC), and Human Resources. We insist on commitment to equity, diversity, and inclusion of LGBTQ+ people in the LSE workplace.

Democratic representation of LGBTQ+ people on Spectrum's committee members is ensured through the open elections held annually.

#### 4.2. Culture and Education

Spectrum organises cultural and educational activities that focus on LGBTQ+ issues at the LSE, in particular in areas where the School has academic expertise, to promote greater awareness of debate on LGBTQ+ issues and the School's contribution to these areas. These may include lectures, book clubs, blog posts, and LGBTQ+ History Month activities.

#### 4.3. Social Community and Networking

Spectrum aims to encourage social community for LGBTQ+ staff at the LSE. This includes networking events, social events, and community events, which aim to help the LGBTQ+ community thrive. We aim to help staff to feel open and confident about their LGBTQ+ identity, feel a sense of belonging in the LGBTQ+ community at the LSE, and to welcome those staff who are curious, questioning, or allies to join us.

### 5. Managing the Network

Spectrum is managed by the Spectrum Committee, a group of LGBTQ+ staff volunteers who are generally elected annually to a number of specific roles. Committee vacancies are open to the entire Spectrum membership. Non-Committee members are also welcome to get involved in organising events, for example by volunteering ideas or by helping to organise and implement Spectrum activities. Everyone on the committee has an essential role, but are also generally available to help out with other organisational bits and bobs where necessary.

The elected roles are:

- **Chair (or 2 Co-Chairs):** Leads management of the network.
- **Secretary:** Organises committee and general meetings and records minutes.
- **Treasurer:** Manages the annual Spectrum budget, including any extra budget allocated for Spectrum's participation in London Pride.

- **Policy officers (2):** Monitor and develop LGBTQ+ policy at the LSE. Two of these officers must attend the School's LGBTQ+ Steering Group each term, together with the Spectrum chair(s), to advise the School on LGBTQ+ policy. The Steering Group attendants must include one academic and one PSS staff member.
- **Education and Events Officers (4):** Organise and implement recurring as well as one-off events on campus. Other committee members support them where we can, but especially for large events like London Pride.
- **Comms Managers (2):** Manages newsletter, email, social media, website, Teams channels. These tasks may be divided up between two people or all of them shared by both.

The Spectrum Committee also reserves the ability to bring in up to **two further committee** members mid-term without election to help support our activities, or to replace a committee member who becomes unavailable mid-term.

By default, the Spectrum Committee meets **once per month** unless there is insufficient business. A general membership meeting is organised **once per term**.

The LSE is a whirlwind, and everyone is expected to have weeks where they are more or less involved. However, Spectrum Committee members are expected to regularly and actively participate in the management of Spectrum and to do their best to fulfil the duties of their role.

## 6. Elections

Spectrum holds annual elections in which its membership is invited to choose their leadership committee. Any Spectrum member may propose a motion for the membership to vote on, which will be included on the election ballot subject to approval by a majority of the current Spectrum Committee. Election software like [ElectionRunner.com](https://electionrunner.com) allows easy and secure elections with participants uploaded from Spectrum's email list CSV file.

Spectrum Committee positions are held for **two-year terms**, which are staggered to allow for smooth transitions, with **three-year terms** sometimes proposed by the Spectrum committee to encourage staggering. The general election guidelines are:

- **Chairs** may run either as a single chair or as co-chairs.
- **Online elections** are held over a period of 10 working days in order to maximise participation.
- **A Summer call** for candidates is sent in early September to the Spectrum membership, inviting committee candidates to send a short statement for publication on the ballot, with a deadline around Week 1.
- **Elections are launched** when the ballot closes, ideally together with the first Spectrum Membership meeting + social of the academic year, allowing us to announce the elections in person
- **Elections close** around Week 4.

The public statements formulated by candidates serve the dual purpose of helping to introduce the candidate to the general Spectrum membership and to encourage candidate Committee Members to make concrete commitments about their participation in the management of Spectrum throughout the year.

## 7. Communications

Members receive a termly newsletter and ad-hoc communications by email, as well as updates via our Teams channel. Members can follow us on X/Twitter @LSESpectrum or Instagram @lse\_spectrum. The [Spectrum website](#) is regularly updated and includes a publicly available statement of these Terms of Reference.

Spectrum communications are managed by the Communications Officers identified above.

## 8. Events

Our typical annual events include an Autumn Term welcome back event, termly meetings, and participation in London Pride. Spectrum also works to commemorate important LGBTQ+ dates and anniversaries, and takes a leadership role in the School's LGBTQ+ History Month activities and events. Spectrum also aims to hold LGBTQ+ themed events that are open for anyone to attend. Events will be publicised by email, social media and on the [Spectrum website](#), and are follow the principle of inclusive and respectful participation indicated above.

## 9. Terms of Reference

The Spectrum Terms of Reference are made publicly available on the Spectrum website. Minor changes may be made with the majority approval of the Spectrum committee. Major changes to the Terms of Reference must be approved by a majority membership vote.

Last Updated 29<sup>th</sup> April 2024

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