

Cultural Diversity Officer Duties Template

Arc recommends that Clubs should have one or more roles on their Executive team that actively foster an inclusive culture with the Club. Arc provides resources including templates for an Equity, Diversity and Inclusion Officer, a Women's Officer and a Cultural Diversity Officer.

The roles may be differently titled, and these roles/duties may be combined with to other appropriate Executive positions instead of creating additional standalone roles;

These positions are optional, but strongly recommended. We suggest that you assess what groups your Club currently does not engage as well as it could and create relevant positions to address them using the provided templates.

Feel free to contact the Arc Clubs team for any enquiries about adding these or other positions to your Club's constitution.

Arc recommends the following duties for a Cultural Diversity Officer:

- i) Fostering an inclusive culture within the Club;
- ii) Facilitating & promoting the engagement of local and international students from diverse cultures with the Club;
- iii) Engaging & representing culturally diverse members of the Club;
- iv) Ensuring the Club takes into consideration needs and requirements of culturally diverse students in its events and activities;
- v) Ensuring that all Club communications can be understood clearly by culturally diverse students (e.g avoiding the use of slang and idioms);
- vi) Being an accessible contact for members, UNSW students and UNSW staff to raise feedback, suggestions or concerns regarding the Club's inclusiveness of culturally diverse students;
- vii) Providing guidance to representatives of the Club (Executives, committee members, volunteers etc) on appropriate ways to communicate and behave that are inclusive of culturally diverse students;
- viii) Keeping apprised of any significant issues affecting culturally diverse students and report any relevant issues to the Club Executive;
- ix) Monitoring culturally diverse student engagement and membership of the Club and provide regular updates to the Club Executive;
- x) Other relevant duties as required