

Equity, Diversity & Inclusion 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 an Equity, Diversity & Inclusion Officer:

- i) Fostering an inclusive culture within the Club;
- ii) Facilitating & promoting the engagement of non-majority demographics of the Club (which may include culturally diverse students, students with disabilities, female-identifying students, gender diverse students and LGBTQIA+ students and indigenous students);
- iii) Engaging & representing student members of non-majority demographics of the Club;
- iv) Ensuring the Club takes into consideration needs and requirements of non-majority demographics of the Club in its events and activities, such that all of events are as inclusive as possible and appropriate for non-majority demographics (including but not exclusive to minimising the number of events in the year that coincide with cultural holidays);
- v) Ensuring that all Club communications can be understood clearly by all students (e.g avoiding the use of slang and idioms);
- vi) Being an accessible contact for members, UNSW students and UNSW staff for matters regarding equitable events, activities, conduct and diversity within the Club;
- vii) Providing guidance to representatives of the Club (Executives, committee members, volunteers etc) on appropriate ways to communicate and behave inclusively;
- viii) Keeping apprised of any significant issues affecting students from non-majority demographics within the Club and report any relevant issues to the Club Executive;
- ix) Monitoring engagement and membership of students from non-majority demographics within the Club and provide regular updates to the Club Executive;
- x) Other relevant duties as required