

Women's 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 Women's Officer:

- i) Fostering an inclusive culture within the Club;
- ii) Facilitating and promoting the engagement of female-identifying students with the Club;
- iii) Engaging and representing female-identifying student members of the Club;
- iv) Ensuring the Club's events and activities are approachable and run in a manner that is open and inclusive towards female-identifying students;
- v) Being an accessible contact for members, UNSW students and UNSW staff to raise feedback, suggestions or concerns regarding the Club's inclusiveness of female students;
- vi) Providing guidance to representatives of the Club (Executives, committee members, volunteers etc) on appropriate ways to communicate and behave that are inclusive of female-identifying students;
- vii) Keeping apprised of any significant issues affecting female-identifying students and report any relevant issues to the Club Executive;
- viii) Monitoring female-identifying student engagement and membership of the Club and provide regular updates to the Club Executive;
- ix) Other relevant duties as required