[Insert Club / Society Name] Equity Officer

|  |  |
| --- | --- |
| **Name:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |
| **Location:** |  |
| **Start Date / End Date:** |  |  |

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# 1.0 Organisation Description

The **[Insert the name of your Club or Society]** herein referred to as the Club is affiliated with the Tasmanian University Student Association (TUSA) which was founded in 1899, one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania.

The overall responsibility for the TUSA is overseen by their Board of Management (BoM), which consists of elected student representatives, external/lay members (appointed by BoM) and university representatives (appointed by UTAS), and is the employer of staff, who work with us to be an organisation ‘run by students, for students.

The Club and the TUSA are focused on mobilising and enabling UTAS students to have the best University experience possible through Academic and Special Interest clubs and societies and to be part of a community beyond the confines of the classroom. The Club and the TUSA are focused on realising the potential of our student base and providing opportunities for the cultivation of unique and exciting ideas that create meaningful and sustainable impacts for UTAS students.

# 2.0 Position Summary

The role of the Equity Officer is to promote and ensure inclusivity, diversity and fairness in the Club and address issues of discrimination or inequity. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees to foster a welcoming and supportive environment.

The Club Equity Officer is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.

# 3.0 Key Performance Areas

**3.1 Leading a successful Club / Society**

1. **AMBASSADOR:** Represents the Club, TUSA and UTAS in a professional and positive manner.
2. **CONSTITUTION, RULES, AND POLICIES:** Has a solid working knowledge of the Club constitution, rules, and policies (including TUSA’s policies and codes of conduct) and drives and supports their team to ensure good governance of the Club. Has oversight over the actions of their committee and members and ensures that TUSA/UTAS procedures and policies are adhered to including, but not limited to, behaviour, equity, diversity and inclusion, events, activities, and prescribed duties in an equitable manner.
3. **ENGAGEMENT:** Consults and collaborates with society members and key stakeholders, using these contributions at Equity Committee meetings held by the EDI.TEL and/or the TUSA Equity President, thereby contributing to ongoing advocacy efforts and promoting an inclusive and equitable environment within the club.
4. **STRATEGIC DIRECTION:** Helps set the club's direction, prioritise goals and oversee the delivery of outcomes, in consultation with, and to support, individuals from diverse backgrounds within the club, with a focus on equity. Assists the executive committee with succession planning for future roles to facilitate the ongoing success of the Club.
5. **ADVOCACY AND REPRESENTATION**: Demonstrating a keen awareness of equity-related issues, the Equity Officer actively presents and addresses concerns related to diversity, equity, and inclusion within the club. The Equity Officer also conveys these matters to the committee and/or the TUSA Equity President and/or the EDI.TEL. A dedicated advocate for fostering an inclusive environment, the officer works to champion diversity and ensure that the club is welcoming and respectful of all backgrounds, identities, and experiences.
6. **AWARENESS AND EDUCATION**: Fosters awareness within the Club regarding issues by actively addressing concerns within the society/faculty. May be involved in organising and facilitating training sessions to enhance understanding and awareness of equity-related issues. Provides club members with valuable resources and information to promote a culture of understanding, sensitivity, and inclusivity.
7. **COMMUNITY**: Establishes a secure and welcoming space for facilitated discussions and connections within the club. Aims to create dedicated spaces for meaningful discussions, social connections, and community-building, particularly for individuals who identify with that specific group.

**3.2 All Club** **members**

1. Practices and demonstrate safe work practices to ensure the well-being of executive committee members, students, members, and other stakeholders.

# 4.0 What the Job Requires (Success Profile)

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| **4.1 Attributes & Behaviours** |
|  | * **STUDENT LED:** Understands and empathises with the needs and aspirations of students; maintains a constant focus on improving the student experience and makes decisions informed by student insight and based on the creation of value for the students.
* **CONNECTED:** Demonstrates the drive to develop open, honest, and mutually beneficial relationships with all stakeholders in order to positively impact the Club; Able to build wide and effective networks of contacts inside and outside of the Club.
* **BOLD:** Seeks opportunities to develop the Club and supports others through the change process; produces new and innovative ideas, approaches and insights and produces a range of solutions to challenges.
* **EFFECTIVE:** Seeks to use their attributes to their utmost to enable the Club to achieve goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering and developing others and recruiting talent.
* **KIND:** Builds capacity by listening and building an understanding of others and supporting their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.
 |
| **4.2 Experience & Qualifications** |
|  | Essential:* Strong commitment to promoting equity
* Demonstrated ability to work with a diverse range of team members and employment arrangements i.e., volunteers and key stakeholders, such as the TUSA, and the University of Tasmania
* Highly developed written, oral, and interpersonal skills
* Ability to handle sensitive matters with empathy and discretion.
* Currently enrolled student at UTAS

Desirable:* Demonstrated understanding of equity-related issues, including but not limited to race, ethnicity, gender, sexual orientation, and socio-economic status
* Experience working with people from various cultural backgrounds and lived experiences
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# 5.0 Relationships

|  |  |
| --- | --- |
| **Key Relationships Internal:**Executive Committee MembersInternational Student’s OfficerEquity OfficerSub Committee(s) MembersMembers – students and associates | **Key Relationships External:**TUSATUSA State CouncilClubs and societies’ executive committeesUTASLocal councils, businesses, and organisationsState, federal, and international organisations |
| 6.0 Role Acceptance

|  |  |
| --- | --- |
| **Incoming President Signature:** |  |
| **Name:** |  |
| **Date:** |  |
|  |
| **Outgoing President Signature:** |  |
| **Name:** |  |
| **Date:** |  |

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# 7.0 TUSA Resources

**7.1 TUSA C+S Handbook**

1. [TUSA C+S Handbook](https://www.tusa.org.au/club-society/)

**7.2 TUSA Website**

1. [www.TUSA.org.au](http://www.TUSA.org.au)
2. [Running a Club or Society](https://www.tusa.org.au/running-a-club-or-society/)

**7.3 Rubric (QPay)**

1. [www.GetQPay.com](http://www.GetQPay.com)