

PART X: DIVERSITY AND EQUITY OFFICER

SECTION X-1 DIVERSITY AND EQUITY OFFICER

I. GENERAL

The Diversity and Equity Officer shall consider matters of social concern and justice as related to, whether individually or collectively, members of the Society and students at large. The Officer shall strive to provide a safe, inclusive and welcoming space for all students, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identification, sexual orientation, age, marital status, family status and handicap (disability) , and shall provide Society members with resources and materials pertinent to matters of individual and social justice as described. The Diversity and Equity Office shall strive to obtain information and student opinion regarding social justice, diversity, and equity, and shall present these findings to ASUS Council and ASUS Assembly and, if necessary, the student body at large. The Diversity and Equity Office shall be knowledgeable in the equity structures at Queen's University and shall act as a resource and referral guide for Society members.

The Equity Officer will strive to incorporate principles of diversity and acceptance on campus.

II. RESPONSIBILITIES

GENERAL:

The Diversity and Equity Officer shall provide leadership and guidance for his/her Office. He/she shall adhere to all ASUS policies, as interpreted by Council and the Assembly. The Diversity and Equity Officer is responsible to the elected Executive. Responsibilities of the Diversity and Equity Officer shall include but are not limited to the following guidelines:

1. meeting bi-weekly with the Executive for the purposes of updating each other on progress, problem areas and future plans;
2. preparing and submitting to the summer Executive a strategic plan for the year;
3. meeting with Diversity and Equity Committee Chairs on a regular basis for the purposes of updating each other on progress, problem areas and future plans;
4. meeting with respective Faculty Societies and other relevant groups, such as the Society Affairs Commission and Social Issues Commission of the AMS, for the purposes of collaboration on problem areas and future plans;
5. preparing a transition report for her/his successor in accordance with the guidelines laid out in section C-6 of the ASUS Policy Manual;
6. ensuring that all Diversity and Equity Committee Chairs submit a list of supplies before each event for the purposes of approving expenditures and

ensuring that the event is carried out in an environmentally friendly manner;

7. familiarizing Diversity and Equity Chairs with the Chair Handbook;
8. scheduling and holding five office hours a week
9. assessing and approving all expenditures to be made by any member of his/her Office before the expenditure is made;

SPECIFIC:

1. Coordinating effective and informative education (mandatory) workshops in conjunction with the Dean of Student Affairs Office for the ASUS Executive, Council, and Chairs. This training must occur once in each semester, before or at Chair training each fall semester, and prior to winter term reading week;
2. Actively seeking other forms of training, workshops, and information through collaboration with, but not limited to, the Dean of Student Affairs Office, Queen's Human Rights Office, and the Principal's special advisor on diversity;
3. Organizing, overseeing, and executing the annual ASUS Culture Week;
4. Chair the committee to distribute the ASUS 2009 Year Society Diversity Initiative Fund.
5. When approached with a matter of concern, the Equity Officer is to act as a resource to students in conjunction with the ASUS Executive through consultation with appropriate bodies, such as Queen's Human Rights Office.
6. Actively seeking areas for improvement so as to ensure that ASUS remains a voice for the diverse student population that it represents. The Diversity and Equity Officer must act as an external representative of the Society and its constituents by establishing various initiatives including, but not limited to, advocating for an inclusive, intellectually diverse undergraduate academic curriculum to university administration.

III. SUMMER RESPONSIBILITIES

Over the summer the responsibilities of the Diversity and Equity Officer shall include but shall not be limited by the following:

1. preparing and submitting to the summer Executive a strategic plan for the year;
2. contacting each member of ASUS council over the summer months for the purpose of keeping them updated on all summer activities;
3. maintaining communication with the summer executive.

IV. TRANSITION

The outgoing Diversity and Equity Officer shall ensure that the incoming Diversity and Equity Officer has been introduced to and is well aware of the following people and or bodies:

1. Room Reservations
2. JDUC General Office
3. Representatives from relevant diversity and equity groups on campus
4. Queen's Human Rights Office
5. The Principal's Special Advisor on Diversity
6. Dean of Student Affairs Office
7. Queen's University Equity Office
8. Queen's Accessibility Coordinator
9. Senate Educational Equity Committee
10. AMS Social Issues Commissioner
11. AMS Municipal Affairs Commissioner

ASUS Assembly