



Equity, Diversity & Inclusion Committee Chair, Vice Chair, and Secretary Position Descriptions

This document outlines the expected activities of the Chair, Vice Chair, and Secretary of the SSA's Equity, Diversity & Inclusion (EDI) Committee. It will be updated as required. These position descriptions are intended as a guide rather than as a prescriptive set of rules.

Chair

The EDI Committee Chair will usually serve in the role for around 2 years. The appointment must be approved by the SSA President. The Chair is responsible for setting the direction of the EDI Committee, in consultation with the members of the EDI Committee, but particularly with the Vice Chair. Specific duties include:

- Chairing EDI Committee meetings.
- Identifying key issues for the EDI Committee to address.
- Monitoring progress on EDI Committee initiatives.
- Approving agendas for future meetings and minutes of past meetings.
- The Chair should keep in regular contact with the SSA's Executive Officer to discuss EDI issues that have been raised within the SSA.
- The Chair may wish to provide a written report for Society AGMs.
- They Chair may occasionally write articles for the newsletter to make members aware of key EDI issues, or to call for new members of the EDI Committee.

Vice-Chair

The Vice-Chair will usually serve in the role for around 2 years. Specific duties include:

- Chairing meetings when the Chair is unavailable.
- Supporting the Chair in the performance of their duties as required.
- Approving agendas for future meetings and minutes of past meetings when the Chair is unable to.
- Identifying key issues for the EDI Committee to address.

Secretary

The Secretary will usually serve in the role for around 2 years. In general, the Secretary's role and responsibilities relate to the smooth and efficient running of the EDI Committee. Specific duties include:

- Preparing agendas for future meetings and minutes of past meetings for approval by the Chair and Vice-Chair.
- Ensuring the records of the EDI Committee are complete and accessible by EDI Committee members.
- Setting times for EDI Committee meetings (liaising with the Chair and Vice Chair with respect to their availability).
- Circulating meeting materials (including agendas and minutes) and access details for EDI Committee meetings.