



## **Student Advisory & Action Group Diversity, Inclusion & Well-being**

### ***Terms of Reference***

#### **I. Role of the Student Advisory & Action Group**

- 1.1 Promote diversity, inclusion & well-being within the Faculty, advancing equality of opportunity for all by bringing issues regarding diversity and inclusion to light on an institutional and structural level.
- 1.2 Act as an ambassador for diversity, inclusion & well-being, internally and externally, by representing fellow students and advocating on these topics.
- 1.3 Advise the relevant Faculty decision-making bodies and support staff on: policy developments relating to diversity, inclusion & well-being; their integration into the Faculty's overall strategic plan and their implementation; and the desirability and priority of policy measures which have resource implications. Areas of focus for the Advisory Group for students are *Students, Inclusive Education* and *Accessible and Inclusive Learning Environment*.
- 1.4 Advise on projects aimed at collecting qualitative and quantitative data on the Faculty climate and community.
- 1.5 Proactively signal problems and issues related to diversity, inclusion & well-being occurring in the Humanities student environment.
- 1.6 Monitor and evaluate the implementation and effectiveness of the Faculty's diversity, inclusion & well-being policy measures.
- 1.7 Organise events for the promotion of diversity, inclusion and well-being at the Faculty of Humanities

#### **II. Composition of the Student Advisory Group**

- 2.1 The Advisory Group shall comprise of 10 members including a Chair, Vice-Chair and a Secretary.
- 2.2 The Faculty strives for an intersectional and diverse representation of students from different programmes within the Humanities Faculty.
- 2.3 The Faculty shall be represented – if relevant or requested – through the faculty D&I policy advisor, Student Well-being officer and/or the assessor.
- 2.4 The designated student-assistants from the Student Well-being team act as the Chair and Secretary of the Advisory Group. The Chair & Secretary are



responsible for the date- and agenda setting of the meetings in close cooperation with the members of the Advisory Group and faculty representatives.

- 2.5 Members elect a vice-chair from within the Advisory Group. The Vice-Chair ensures continuity in the event the Chair is absent.
- 2.6 The Secretary ensures minutes of the meeting are properly made and distributed amongst all members and relevant parties.
- 2.7 The Chair, Vice-chair, Secretary and the Faculty representatives have a preliminary consultation before the agendas of the meetings are set to review relevant topics that should be discussed by the Advisory Group.
- 2.8 Members are nominated by the faculty D&I policy advisor, Student Well-being officer and the Chair who are in charge of the recruitment procedure. The chosen members are formally appointed by the Assessor for the period of one year, starting around September 1<sup>st</sup>. Membership is renewable in agreement with Chair & Policy Advisor D&I.

### **III. Operations of the Student Advisory Group**

- 3.1 The Advisory Group will generally meet 6-8 times per academic year. It has the power to call extra-ordinary meetings if required. One of its meetings shall consist of a joined session with the Humanities Staff Advisory Group D&I.
- 3.2 In their first meeting, the chair, vice-chair and secretary of the Advisory Group will decide on the planning of meetings for the rest of the year, ensuring that there are at least six meetings.
- 3.3 The Advisory Group shall have the agenda and accompanying documents at least two days prior to a meeting.
- 3.4 The quorum for meetings is 50 percent of formal members.
- 3.5 Depending on the agenda, individuals from outside the Advisory Group will be invited to attend for relevant agenda items.
- 3.6 It shall be made clear to the members of the Advisory Group in which meeting the topics they brought forward will be discussed.
- 3.7 Minutes shall be written in English. Any advice issued by the Advisory Group will be translated into Dutch.
- 3.8 Meetings shall last a maximum of 2 hours.



3.9 The Terms of Reference and the functioning of the Advisory Group are subject to regular review by the Faculty Board and Policy Advisor D&I, including self-assessment by the Advisory Group every two years, to ensure it is operating effectively and fulfilling its function.

#### **IV. Remuneration of the Student Advisory Group**

4.1 Students of the Advisory Group will receive a small volunteer remuneration equivalent to half a student board month, issued through the assessor.