

## **USC Gender Equality Network Committee 2021-22**

### **Exec Position Descriptions**

The role of the Gender Equality Network is to educate Western University's campus on issues of gender equality and gender diversity by providing comprehensive and diverse educational programming through events, speaker series, conferences, and collaborative initiatives with various oncampus groups and community partners. Through an intersectional and feminist lens, GEN recognizes issues of gender equality and diversity as topical and relevant discussion for university campuses. GEN also makes active efforts to reach out to students of all genders to provide feminist resources in the community. GEN will liaise with other campus groups and organizations in London to create shared advocacy initiatives and programs to ensure that Western a welcome place for all.

The USC is seeking undergraduate students in the 2021/22 term to act as executive members on the Committee. These roles include Director of Events, Events Commissioner, Director of Communications, Social Media Commissioner, Graphic Design Commissioner, Advocacy Commissioner, Research and Policy Commissioner, Community Outreach Commissioner, and Finance Commissioner.

#### **Director of Events**

*3-5 hours per week*

The Director of Events will oversee the events subcommittee, facilitate subcommittee meetings, and provide support to the Events Commissioners. The Director of Events is encouraged to liaise with other Peer Programs portfolios, clubs, or organizations and act as a primary contact for collaborative events. The subcommittee will help GEN organize and execute at least one event a month, and may also work with the Communications subcommittee to carry out campaigns.

#### **Events Commissioner**

*3-5 hours a week*

The Events Commissioners will organize and plan creative, comprehensive, and diverse educational and social programming with the Director of Events, and in collaboration with other groups on campus or in the community. Potential events include speaker series, conferences, mixers, panels, booths, campaigns in collaboration with the Communications subcommittee, and anything else that promotes GEN's vision and goals. The subcommittee will help GEN organize and execute at least one event a month.

## **Director of Communications**

*3-5 hours a week*

The Director of Communications will oversee the communications subcommittee (graphics, photo/video, and social media), facilitate subcommittee meetings, and provide support to the subcommittee's Commissioners. The Director of Communications will work with USC Communications and with the subcommittee to establish an on-campus presence, online presence (Facebook, Instagram, USC website) and run awareness campaigns. The Director of Communications will also work with the other subcommittees to fulfil campaigns and promotions for different events and initiatives.

## **Social Media Commissioner**

*3-5 hours a week*

The Social Media Commissioner will coordinate social media posts and engage with individuals on Facebook and Instagram. The Commissioner will work with the Director of Communications to develop a social media strategy, establish an online presence, increase engagement with students, and promote events and programming effectively. The Commissioner may decide to employ new social media platforms such as blogging to promote GEN's vision and goals.

## **Graphic Design Commissioner**

*3-5 hours a week*

The Graphic Design Commissioners will produce informative and eye-catching graphics for various GEN needs, such as events, awareness campaigns, and social media posts. The Commissioners will create resources such as social media posts (Facebook, Instagram), infographics, flyers, pamphlets, and other media, preferably with software such as Adobe Creative Suite (or any suitable alternative). Previous experience is recommended but not required. If possible, please submit your portfolio of previous graphic design work with your application.

## **Advocacy Commissioner**

*3-5 hours a week*

The Advocacy Commissioner will lead biweekly/monthly discussion groups (and delineate relevant topics of discussion), speak publicly on topics of importance to GEN, and identify issues on campus by engaging with students, clubs, and staff. The Advocacy Commissioner will work closely with the Coordinator, the events subcommittee for awareness campaigns, as well as guide and collaborate with the Research and Policy Commissioner on policy efforts.

## **Research and Policy Commissioner**

*3-5 hours a week*

The Research & Policy Commissioner will identify issues relevant to gender equality and gender diversity on campus, research existing data/resources and comparatively analyze other institutions' policies, and propose policy recommendations that tackle gender-based barriers. The Research & Policy Commissioner will work closely with the Coordinator to conduct research, write policy papers, and attend various USC meetings. They may also work with the Events subcommittee to implement their insights/findings in events and campaigns.

## **Community Outreach Commissioner**

*3-5 hours a week*

The Community Outreach Commissioner will develop outreach strategies, liaise with external organizations (including but not limited to ANOVA, Spot of Delight, Middlesex-London Health Unit, CMHA, and Youthline), and cultivate relationships with other women's groups and clubs on campus. The Community Outreach Commissioner will work closely with the Coordinator to make sure relevant stakeholders are contacted, consulted, and engaged in GEN programming. The Community Outreach Commissioner will also be in charge of securing sponsorships for GEN events/initiatives.

## **Finance Commissioner**

*3-5 hours a week*

The Finance Commissioner will help the Coordinator with the committee's budget, submit applications for funding (e.g. grants), research and suggest cost-effective options and alternatives for programming, and collaborate with the Community Outreach Commissioner for external sponsorships.