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## USC ACCESSIBILITY COMMITTEE

### STUDENT OUTREACH DIRECTOR (2 positions available)

#### DUTIES & RESPONSIBILITIES 2023-2024

The tasks and responsibilities of being a Student Outreach Director for the USC's Accessibility Committee include, but are not limited to:

- ☐ Create and gather data from students to investigate accessibility issues on campus and identify gaps that need to be filled.
- ☐ Keep up to date with accessibility policies that Western implements to examine how they are benefiting students.
- ☐ Work with the Community Outreach Directors and Events Directors to suggest and facilitate events that you believe will best serve students with disabilities, based on your research and discussions with them.
- ☐ Compile a comprehensive list of resources and/or services available on campus for students with disabilities, and work with the Marketing Directors to advertise these to Western students.

Please keep in mind that responsibilities may change slightly as events take place throughout the year! This description is more so meant for you to get a general idea of the responsibilities that you would have to fulfill as the Student Outreach Director.

If you have any questions about the positions, please feel free to contact **Shveta Suresh** by email, at [wellnessequity@westernusc.ca](mailto:wellnessequity@westernusc.ca).



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## USC ACCESSIBILITY COMMITTEE

### **COMMUNITY OUTREACH DIRECTOR** **(3 positions available)**

#### DUTIES & RESPONSIBILITIES 2023-2024

The tasks and responsibilities of being a Community Outreach Director for the USC's Accessibility Committee include, but are not limited to:

- ❑ Establish and maintain a working relationship with various clubs at Western and organizations within the London community that support people with disabilities.
  - ❑ Assist the Events Directors in planning initiatives involving London organizations outside of Western (ex. fundraisers).
- ❑ Work with the Events Directors to recruit/hire guest speakers and notable accessibility advocates to facilitate webinars, Zoom workshops, etc. that may be of interest to students with disabilities.
- ❑ Work with the Student Accessibility Advisory Committee (established by Student Experience) to ensure that USC Accessibility is working in tandem with them.
- ❑ Keep up to date with any events occurring on and off campus that can serve the needs of students with disabilities or raise awareness about accessibility.

Please keep in mind that responsibilities may change slightly as events take place throughout the year! This description is more so meant for you to get a general idea of the responsibilities that you would have to fulfill as the Community Outreach Director.

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## USC ACCESSIBILITY COMMITTEE

### **EVENTS DIRECTOR (3 positions available)**

#### **DUTIES & RESPONSIBILITIES 2023-2024**

The tasks and responsibilities of being an Events Director for the USC's Accessibility Committee include, but are not limited to:

- ❑ Organize and facilitate various events put on by the USC Accessibility Committee, including large-scale events and smaller campaigns.
  - ❑ Includes in-person events, Zoom panels, social media events, etc.
- ❑ Collaborate with the Community Outreach Directors to work with Western clubs or London organizations to put on larger events (i.e., ones that involve fundraising, guest speakers, etc), in addition to contacting guest speakers.
- ❑ Collaborate with the Student Outreach Directors to plan events that directly address student needs.
- ❑ Collaborate with the Marketing Directors to help promote events.
- ❑ Collaborate with the Finance Director to ensure that events/programs are not exceeding any set budgets.

Please keep in mind that responsibilities may change slightly as events take place throughout the year! This description is more so meant for you to get a general idea of the responsibilities that you would have to fulfill as the Events Director.

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## USC ACCESSIBILITY COMMITTEE

### **MARKETING DIRECTOR** **(2 positions available)**

#### DUTIES & RESPONSIBILITIES 2023-2024

The tasks and responsibilities of being a Marketing Director for the USC's Accessibility Committee include, but are not limited to:

- ☐ Create and design various eye-catching informational and promotional graphics.
- ☐ Collaborate with the Administrative Executive to put out accessibility awareness posts on our Instagram account.
- ☐ Collaborate with the Events Directors to promote any events being hosted by the USC's Accessibility Committee.
- ☐ Collaborate with the Student Outreach Directors to create infographics for Western students with disabilities to have on hand that contain different helpful resources.
- ☐ Explore social media channels and unique promotional methods through which we can communicate with students and raise awareness about accessibility on campus.
- ☐ Ensure all social media posts are accessible - i.e. Alt Text/Image Descriptions.

Please keep in mind that responsibilities may change slightly as events take place throughout the year! This description is more so meant for you to get a general idea of the responsibilities that you would have to fulfill as the Marketing Director.

If you have any questions about the positions, please feel free to contact **Shveta Suresh** by email, at [wellnessequity@westernusc.ca](mailto:wellnessequity@westernusc.ca).



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## USC ACCESSIBILITY COMMITTEE

### **FINANCE DIRECTOR** **(1 position available)**

#### DUTIES & RESPONSIBILITIES 2023-2024

The tasks and responsibilities of being a Finance Director for the USC's Accessibility Committee include, but are not limited to:

- ☐ Establish an official document/spreadsheet that outlines the Committee's budget for the 2023-2024 academic year.
  - ☐ Should be constantly updated as events take place as well.
- ☐ Collect and document receipts for reimbursements.
- ☐ Collaborate with the Events Directors to determine fund allocations to various initiatives/events put on by the Accessibility Committee.
- ☐ (If necessary) look into grants that can be used for additional funding.

Please keep in mind that responsibilities may change slightly as events take place throughout the year! This description is more so meant for you to get a general idea of the responsibilities that you would have to fulfill as the Finance Director.

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## USC ACCESSIBILITY COMMITTEE

### ADMINISTRATIVE EXECUTIVE (2 positions available)

#### DUTIES & RESPONSIBILITIES 2023-2024

The tasks and responsibilities of being an Administrative Executive for the USC's Accessibility Committee include, but are not limited to:

- ☐ Conduct research and gather evidence-based/factual data for awareness and educational social media posts.
  - ☐ Work with the Marketing Directors to ensure that this runs smoothly.
- ☐ Work with the Wellness Equity Coordinator to prepare agendas and create meeting schedules/spreadsheets.
- ☐ Learn how the Accessibility Committee operates.
- ☐ Record meeting minutes and help Committee members follow up on action items.

Please keep in mind that responsibilities may change slightly as events take place throughout the year! This description is more so meant for you to get a general idea of the responsibilities that you would have to fulfill as the Administrative Executive.

If you have any questions about the positions, please feel free to contact **Shveta Suresh** by email, at [wellnessequity@westernusc.ca](mailto:wellnessequity@westernusc.ca).