

## TERMS OF REFERENCE

### Welfare Committee

#### 1. Welfare Committee

- 1.1 The role of the Welfare Committee is to:
- i. represent welfare and equity issues;
  - ii. examine matters of mutual interest between student service bodies and the NDSA;
  - iii. encourage discussion and action on welfare matters;
  - iv. foster positive and pastoral care interaction between staff and students of the University;
  - v. communicate with and advise students who require help regarding welfare and equity and access issues;
  - vi. examine the student experience at all levels;
  - vii. ensure policies, programs and events run by the Student Association and the University are inclusive and non-discriminatory;
  - viii. organise initiatives and events to promote student welfare; and
  - ix. cooperate with other organizations to further the aims set out above.
- 1.2 The Welfare Committee has the power to raise money for its administration and to carry out its purposes as set out in these Terms of Reference.
- 1.3 The Welfare Committee is comprised of:
- i. the Executive Officers of the Welfare Committee;
  - ii. a Women's Representative;
  - iii. a LGBTIQ+ Representative;
  - iv. an Accessibility Representative;
  - v. an Aboriginal and Torres Strait Islander Representative;

- vi. a Faith Representative;
- vii. a Mature Age Representative;
- viii. an International and Study Abroad Representative; and
- ix. two General Committee Members.

1.4 The Welfare Committee will meet at least once a month.

1.5 Changes to these Terms of Reference must be passed by a Special General Resolution Meeting, in accordance with the NDSA Constitution.

## 2. Common Requirements

2.1 The representative councillor seats are filled by an elected representative of varying groups within the Notre Dame community.

2.2 They will:

- i. attend all Welfare Committees and Welfare Committee general meetings. A failure to attend three meetings without a delegate and five meetings with a delegate will constitute a failure to fulfill the requirements of the position;
- ii. attend all relevant University events including, but not limited to:
  - (a) Orientation Day; and
  - (b) Open Day, and
- iii. attend all relevant NDSA and Welfare Committee events;
- iv. vote on motions of purpose, policy and expenditure;
- v. submit a regular report to the Welfare Committee on the progress and activities of their portfolio;
- vi. submit financial reports for their portfolio to the treasurer;
- vii. submit an annual report for the Welfare Committee Annual Report; and
- viii. work under the instruction of the executive officers to further the aim of the Welfare Committee.

### 3. The Welfare Committee Chair

2.3 The Chair is the primary representative of the Welfare Committee and its representatives.

2.4 The Chair will:

- i. preside at all meetings of the Welfare Committee;
- ii. is an *ex-officio* member of all committees coming from the Welfare Committee;
- iii. regularly report to the NDSA council on the activities, role and responsibilities undertaken by the Welfare Committee;
- iv. present an annual report to the November NDSA Council meeting on the activities, role and responsibilities undertaken by the Welfare Committee during the year;
- v. direct, co-ordinate and supervise the work of the other officials elected and appointed under the NDSA Constitution and terms of reference of the relevant Welfare Committee;
- vi. direct the activities and manage the affairs and tasks of the Welfare Committee;
- vii. represent the Welfare Committee on all necessary committees and councils within the University and its relevant departments (or through assigned delegates);
- viii. communicate with and advise students who require help regarding welfare and equity issues;
- ix. liaise with the Counseling Department in relation to the Mental Health Advocacy program and events relating to mental health;
- x. liaise with the Notre Dame Volunteer Network to promote volunteering within the student body;
- xi. ensure policies, programs and events run by the Student Association are inclusive and non-discriminatory;
- xii. organise initiatives and events to promote student welfare; and

- xiii. be responsible for the financial procedures of the Welfare Committee and fulfil obligations as in the Subsidiary Committee terms of reference.

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#### 4. The Welfare Committee Deputy Chair

4.1 The Deputy Chair is the Chair's representative in all capacities.

4.2 The Deputy Chair will:

- i. will assist the Chair in all areas of responsibility;
- ii. will, in the absence of the Chair, become an *ex-officio* member of all committees of which the Chair was an *ex-officio* member (including the NDSA Council as proxy);
- iii. where no other executive officer wishes to fulfill the position of Marketing Liaison, the role automatically falls to the Chair;
- iv. will fulfil the secretarial duties of the Welfare Committee (as in the Subsidiary Council terms of reference);
- v. in the event of a vacancy of the office of Chair, assume the role of Chair until a new Chair is elected by a majority vote of the NDSA Council within 30 days.

#### 5. Accessibility Representative

5.1 The Accessibility Representative will:

- i. lead initiatives and host events of interest to students with disabilities and illnesses;
- ii. rive forward positive change for these students;
- iii. liaise with related services on and off campus; and
- iv. advocate on behalf of these students within the University.

#### 6. Aboriginal and Torres Strait Islander Representative

6.1 The Aboriginal and Torres Strait Islander Representative will:

- i. lead initiatives and host events of interest to Aboriginal and Torres Strait Islander students;
- ii. drive forward positive change for these students;
- iii. liaise with related services on and off campus; and
- iv. advocate on behalf of these students within the University.

## 7. LGBTIQA+ Representative

7.1 The LGBTIQA+ Representative will:

- i. lead initiatives and host events of interest to LGBTIQA+ students;
- ii. drive forward positive change for these students;
- iii. liaise with related services on and off campus; and
- iv. advocate on behalf of these students within the University.

## 8. Faith Representative

10.1 The Faith Representative will:

- i. lead initiatives and host events of interest to students of faith;
- ii. drive forward positive change for these students;
- iii. liaise with related services on and off campus; and
- iv. advocate on behalf of these students within the University.

## 9. Women's Representative

9.1 The Women's Representative will:

- v. lead initiatives and host events of interest to female identifying students;
- vi. drive forward positive change for these students;
- vii. liaise with related services on and off campus; and

- viii. advocate on behalf of these students within the University.

## 10. Mature Age Representative

### 10.1 The Mature Age Representative will:

- i. lead initiatives and host events of interest to mature age students;
- ii. drive forward positive change for these students;
- iii. liaise with related services on and off campus; and
- iv. advocate on behalf of these students within the University.

## 11. International and Study Abroad Representative

### 11.1 The International and Study Abroad Representative will:

- i. lead initiatives and host events of interest to international and study abroad students;
- ii. drive forward positive change for these students;
- iii. liaise with related services on and off campus; and
- iv. advocate on behalf of these students within the University.

## 12. General Committee Members

### 12.1 The General Committee Members will:

- i. support the Welfare Committee to organize and deliver services, support and representation;
- ii. support the Committee Chair in their role in leading and guiding the Committee;
- iii. support the Committee Deputy Chair in their role in assisting the Chair and providing guidance to the Committee;
- iv. support the Representatives in their role as advocates for the student body; and

- v. scrutinise the activities and finances of the Welfare Committee to keep the Committee accountable to the student body.