

International Advisory Group (IAG) Charter

Category: Governance
Last Modified: May 2018
Review Date: May 2019
Approved By: Executive Committee
Contact Person: The President

Introduction

The purpose of this charter is to clarify the role and responsibilities of the UCSA International Student Advisory Group (IAG). The UCSA IAG will help to ensure all students have a voice within the UCSA, will create a sense of belonging on campus for all student communities and specifically will further assist diversity and inclusivity in the UCSA's decision making.

Policy Statement

The UCSA IAG is responsible for providing student feedback to the Executive Committee and Chief Executive regarding international students' needs and any related issues within the student population. The UCSA IAG's aim is ensure that the UCSA hears all student voices and initiates actions and programs to create a stronger sense of belonging for all international students on campus.

Procedures

Membership

The UCSA IAG Committee will usually consist of 7-14 members but no less than 7, excluding the permanent seats allocated by the Vice President and UCSA International Representative.

The UCSA IAG Committee should comprise of members:

- a) with an appropriate range of skills and experience to best represent international student voices; and international students on campus.

Members include:

UCSA President, Vice President or Finance Officer

UCSA International Representative

International fee paying students

Representatives from the general student body

Each member of the UCSA IAG is able to suggest agenda items.

Nomination

Applications will be sought from a variety of student groups across the campus and will be open to the full UC student population. Applications will be advertised on UCSA media.

Selection

The selection panel will consist of the UCSA Executive President, the UCSA Vice President, the UCSA Chief Executive, and the UCSA International Representative. If necessary, interviews will be carried out and successful candidates will be announced within one month of applications closing.

Rotation

Each member of the Committee must be a student of the University of Canterbury at all times and is appointed for one academic year term; at the end of which they are eligible to apply for reappointment.

Responsibilities

The UCSA IAG is responsible for providing advice and making recommendations on issues of specific interest to international students including culture, diversity and inclusiveness to the Executive Committee.

The UCSA IAG may also function as a reference group on UCSA materials, policies, and events when looking for student perspective.

Chairperson

The position of Chairperson of the UCSA IAG Committee will be held by the Vice President of the UCSA Executive and/or the UCSA International Representative. The chair of IAG will provide a verbal update at the next Executive meeting.

Secretarial Support

Meetings will be minuted by the Personal Assistant of the UCSA President and will be circulated among the Executive Committee.

Meeting Regularity

The UCSA IAG will meet a minimum of four times a year, with an expectation of a meeting duration of up to two hours.

Attendance

Any student can attend an IAG meeting and may bring an item to the agenda by giving one week's notice in writing to the co-chairs. The student will sit in attendance only and may have speaking rights.