



## International Advisory Group (IAG) Charter

**Category:** Governance  
**Last Modified:** September 2019  
**Review Date:** September 2021  
**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 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 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 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 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 will include:

UCSA International Representative  
UCSA President or their delegate  
International fee paying students  
Representatives from the general student body

## **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 channels.

## **Selection**

The selection panel may consist of the UCSA President and/or their delegate, UCSA Finance & Engagement Officer 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 an enrolled student of the University of Canterbury at the time of application and throughout their term on the Committee. Each member is appointed for one academic year term; at the end of which they are eligible to apply for reappointment.

## **Responsibilities**

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

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

## **Chairperson**

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

## **Secretarial Support**

Meetings will be minuted and will be circulated among the Executive Committee.

## **Meeting Regularity**

The IAG Committee will meet a minimum of four times a year (usually twice a term), with an expectation of a meeting duration of no more than two hours. The Committee will have their first meeting by the end of term one.

## **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.