

Equality, Diversity and Inclusivity (EDI) Officer of the BISA Executive Committee

1. Overall purpose

The EDI Officer is responsible for leading on the development of our equality, diversity and inclusivity strategy. The strategy should be at the heart of everything BISA does and any decisions taken by the trustees should be in accordance with this strategy.

It is the EDI Officer's primary task to work with members of the BISA Executive Committee to ensure that BISA lives up to its full potential as a professional association, ensuring that it engages with diversities of all forms: demographic, intellectual, pedagogical, methodological and institutional. The EDI Officer should also work to ensure that inclusionary norms are embedded into all our policies, processes, governing arrangements and activities.

The EDI Officer reports to the Chair of the Executive Committee.

2. Duties and responsibilities as a member of the Committee

- To ensure that the Association, and its representatives, act in accordance with all applicable legal and regulatory requirements
- To ensure that BISA acts in furtherance of its the charitable objectives, continually striving for best practice in governance
- To ensure the Association applies its resources exclusively in pursuit of its objectives
- To take appropriate professional advice in all matters where there may be a material risk to the Association, or where the Trustees may be in breach of their duties
- To contribute actively to the Committees' (i.e. the Executive Committee and any sub-committees) role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance
- To avoid any personal conflict of interest
- To safeguard the good name and values of the Association
- To manage and use the resources of the Association so as to optimise its potential

- To ensure that robust systems are in place to ensure the financial stability of the Association
- To actively contribute to Committee discussions and workload regarding the activities and ongoing development of the Association
- To participate in tasks, consultation and deliberation processes, as requested by the Officers
- To support measures accepted by the Committee as and when these are put before a General Meeting or wider membership
- To use one's further skills, abilities and experience for the benefit of the Association as appropriate
- To undergo induction upon appointment and to remain aware of one's duties and responsibilities as a trustee.

3. Qualities of the EDI Officer

- Good reputation and profile in the International Studies academic community
- Currently a Senior Lecturer or higher, based at a UK institution
- Commitment to, and knowledge of, the work of the Association
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A high level of strong and effective leadership skills with the experience and drive to place EDI at the centre of everything BISA does
- Willingness to devote the necessary time and effort, to act as the EDI officer
- Ability to think critically and independently
- Willingness to make challenging recommendations to the Committee, if necessary

- Willingness to be available to BISA Director and staff, officers and trustees for advice and enquiries on EDI matters on an ad hoc basis
- Commitment to the Nolan principles of standards in public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

4. Time consideration

- The Executive Committee and its sub-committees meet at least four times a year
- In addition, the EDI Officer ought to be prepared to dedicate the equivalent of 1 – 2 working days per month across the year to BISA responsibilities.