Able@Imperial Committee Role Descriptions (*Role/s currently vacant)

Chair (or *Co-Chairs)
1. To chair and facilitate meetings with support from the Equality Diversity & Inclusion Centre (EDIC)
2. To ensure that the group pursues activities in line with the disability equality and other equality objectives.
3. To jointly support any subgroups responsible for various Able@Imperial activities.
4. To enable all individuals and/or subgroups report back on their progress and that they have
5. To promote the forum and its work
6. To present ideas of possible guest speakers, to give themed talks/presentations at meetings.
7. To engage and influence participation and buy-in from (senior) managers across the College to further the work of Able@Imperial

*Deputy Chair
1. To assist the Chair with their duties in facilitating meetings and supporting Able@Imperial
2. To step-in for the Chair if and when appropriate
3. To support sub-groups with taking specific actions forward
4. To liaise and work with the Chairs of I600 and Imperial as One on any joint projects

*Network Secretary
1. Prepare the committee meetings for Able@Imperial committee meetings in conjunction with the Chair, including the date/time, meeting space, sending out invites, and agenda.
2. Record and write up minutes of committee meetings; as a minimum these should be a record of the action points.
3. Ensure the network action tracker is up-to-date.

Accessibility Rep
1. To assist the group in think about accessibility issues in the widest sense, for both visible and “hidden” disabilities
2. To highlight how accessibility can be improved at a wider College level
3. To ensure all events are as open and accessible as possible
4. To promote any best practice within the group and beyond

Communications & Events Rep
1. To compile information in relevant format for Able@Imperial on an agreed regular basis
2. To liaise with Able’s Chair, the EDIC and Communications to ensure publicity for events is given the attention it deserves; With support from the EDIC this includes:
   Organisation and promotion of events & activities
   i. Liaising with speakers
   ii. Finding and booking space
   iii. Arranging catering
   iv. Creation of material to promote events
   v. Organise publicity of events in existing College communication channels.
   vi. Sending out invites and keeping track of attendee numbers.
vii. In conjunction with the Chair present ideas of possible guest speakers, to give themed talks/presentations at meetings.

3. To be the main point of contact for people and organisations, wishing to work with the forum

4. If required to set-up a communications and events working group

*Student Liaisons Rep*

1. Become more aware of the issues faced by disabled students collectively at Imperial and feed this information back to the group.

2. To find out about events that societies may put on which would be of interest to and open to Able@Imperial members.

3. To suggest projects that Able can work on with student societies. All such collaborations and projects requiring funding or resources are to be authorised by the Equality Diversity & Inclusion Centre.

4. To work with the EDIC to ensure communication between staff and student initiatives. To arrange any mutually beneficial training, workshops and sessions.

*Unions/HR Liaison Rep*

1. To provide comments to HR, when requested to review both new and existing policies and procedures.

2. To suggest ideas for and present a case for new or alternative replacement policies or procedures.

3. To assist HR in monitoring the effectiveness of policies, procedures and recommended practises, by suggesting ways in which they can be measured or monitored and gathering evidence of such practises or lack of practices/procedures through the groups experiences.

4. To liaise with Trade Unions and HR on matters concerning Able@Imperial collectively e.g. terms of contracts etc.

5. To ensure that group members are aware of the services offered by Unions, HSC’s, HR, Occupational Health and CIC through leaflets online links, training etc.

6. To notify the EDIC of various circumstances, e.g. when an individual brings forward an issue that they are facing.