



Dear Graduate Student Governments,

Thank you for the important work you and your members do in your respective departments. We are emailing you today to tell you about two additional positions you might consider adding to your respective councils: An Equity, Diversity, Inclusion, and Indigeneity (EDII) representative and an International Graduate Student Representative. This is part of a broader SGPS initiative to build better soft infrastructure to make sure the voices and needs of all students are heard on campus and in departments.

The intention is that the individual serving in each of these roles will serve *your department*, not necessarily the SGPS, but we hope that they will also join the respective SGPS committees that are being created to meet the needs of these graduate student populations, namely: The Equity, Diversity, Inclusion, and Indigeneity (EDII) Committee and the International Graduate Student Network.

We have created position descriptions and attached them for your respective graduate student governments to consider. You are, of course, welcome to adapt them to your needs. Written into each description is an outline of the different roles and responsibilities each of these positions might entail. We have further added brief descriptions of what the responsibilities are for each of the related SGPS Committees.

While we appreciate that your department might not be able to fill each of these positions imminently, we encourage you to begin the process of writing these positions into your by-laws. Should you have any questions about how best to do this, please do not hesitate to contact us.

Due to the decentralised nature of Queen's University it is imperative that each student government is aware of how their respective departments' policies affect minorities within them. We hope that you will join us in building better student governance infrastructure.

Kindest regards,

Paige Van Tassel
Indigenous Graduate Liaison

Claudia Hirtenfelder
International Commissioner

Fifi Haile
Equity and Diversity Commissioner



Position descriptions

EDII student representative

- The EDII committee is being created as part of the SGPS's efforts to foster solidarity and collaboration among the various graduate student councils
- The committee will be made up of EDII representatives from various departments who will have regular check-ins to share equity-related issues and collaborate to address these issues.
- Roles and responsibilities of EDII representatives:
 - sit on respective departmental graduate student council/associations to represent and advocate for BIPOC (Black, Indigenous, People of Color) students' issues
 - advocate for the inclusion of Indigenous aspects of inquiry, pedagogy, and epistemological practices and push for avenues to discuss and engage with Indigenous and non-Western content
 - report both to the EDII committee and their respective departmental councils, important information related to issues of equity, diversity, inclusion and Indigenization.
 - Offer support, information, and resources to BIPOC students both within the department and the wider Queen's community.
- Expected time commitment
 - The expected time commitment is low and flexible, generally around 2 hours a month.
- Contact
 - Paige Van Tassel – Indigenous Graduate Liaison – Indigenous@sgps.ca
 - Fifi Haile – Equity and Diversity Commission – Equity@sgps.ca

International graduate student representative

- The International Graduate Student Network has been created to meet the needs of international graduate students at Queen's university
- The network is made up of International graduate student representatives from various departments across campus
- Roles and responsibilities of international graduate student representatives:
 - Act as representatives of their department's international graduate students, providing the department with information about international students' concerns
 - Serve as a connection to the university for incoming international students, helping them navigate the university's structures, language, and layout as well as the more specific details of the department.
 - Share and amplify international students' concerns with other members of the network
- While the position is not restricted to international students, it would ideally be held by an international student
 - Representatives who are engaged with or at least knowledgeable about the workings of the International Student Working Group, SGPS's International Commissioner, an any other relevant group are encouraged to consider this position.
- Contact - SGPS International Student Affairs Commissioner – international@sgps.ca