

Refugee Education Special Interest Group

REFUGEE EDUCATION SPECIAL INTEREST GROUP (SIG)

STEERING COMMITTEE

Terms of Reference

Purpose

The Steering Committee of the Refugee Education Special Interest Group (Steering Committee) is responsible for providing strategic direction and practical support to the Refugee Education Special Interest Group (Refugee Education SIG).

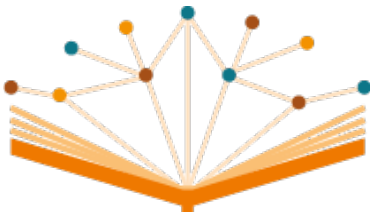
The Refugee Education SIG is a group of people from the community, higher education, vocational education, and school sectors who have an interest in supporting educational opportunities for students from refugee backgrounds.

We have three main areas of work:

1. Encouraging collective networking and collaboration across education and community sectors at local, national, and international levels.
2. Sharing information, resources, and good practices freely.
3. Advocating for better educational opportunities and outcomes for students from refugee, refugee-like and other forced migration backgrounds.

Background to the SIG

The SIG has emerged from a recognised need for a coordinated approach to advocacy and networking to support the access and engagement of students from refugee and asylum-seeking backgrounds in post-compulsory and higher education across Australia. It has originated from a special interest group at the Equity Practitioners in Higher Education Australasia (EPHEA) and a national symposium at the University of Newcastle, both held in November 2015, as well as regular national teleconferences exploring education pathways for young people seeking asylum and young refugees on TPVs and SHEVs hosted by the Multicultural Youth Advocacy Network (MYAN Australia) and the Refugee Council of Australia (RCOA) since November 2015.



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Functions

The Steering Committee is expected to:

- Determine strategic direction and priorities of the Refugee Education SIG.
- Review and direct administrative arrangements for supporting the SIG, including Secretariat and website.
- Support the development of strategic partnerships and networks to improve the impact and effectiveness of the Refugee Education SIG.
- Contribute knowledge and expertise at a policy level to inform discussions around the broader agenda of the Refugee Education SIG.
- Contribute to opening spaces to amplify the voices of people with lived experience of forced migration.
- Build awareness and positive perceptions of the Refugee Education SIG.

Members will:

- Contribute to at least seven of the 10 Steering Committee meetings per year, and other activities as may be determined – presenting interests and perspectives of the sectors they represent.
- Help to mobilise resources to support the Refugee SIG as appropriate.

Membership

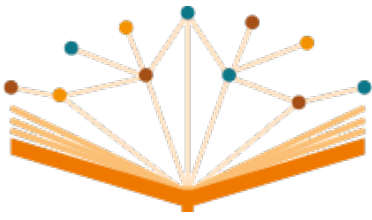
The Steering Committee will be made up of a maximum of 11 and minimum of 6 members.

Members will sit on the committee for a minimum term of one year, starting from 1st June each year, unless a Steering Committee member resigns, giving at least one month's notice.

Membership will be staggered, with an intake occurring every 12 months to replace outgoing members.

Membership of the Steering Committee will as much as possible include representatives from the following sectors:

- Non-Governmental Organisations (NGOs, such as refugee and migrant advocacy organisations)
- Schools
- Vocational Education and Training/ TAFE
- University
- Students with lived experience of forced migration



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Steering Committee Member Duties

Each Steering Committee member will endeavor to attend the monthly Steering Committee meetings. Steering Committee members must attend a minimum of seven SG meetings per year.

Each Steering Committee member will write a short report to update the Committee on news relating to their specific area of responsibility in advance of the Steering Committee meeting, which is to be sent to the Secretariat at least 48 hours before the scheduled meeting.

Structure

The relationship of the Steering Committee to the Refugee Education SIG and subgroups of the SIG are depicted below:

Steering Committee

Who? Limited membership

Why? Provide strategic direction and practical support (including secretariat and financial resources) to the running of the Refugee Education SIG

How? Committee meetings – minuted.

Refugee Education SIG

Who? Broad membership – group of people from the community, higher education, vocational education and school sectors who have an interest in supporting educational opportunities for students from refugee backgrounds

Why? Share information/knowledge, collaborate and advocate for change

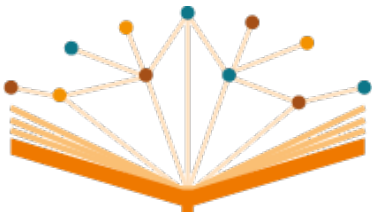
How? Multiple ways to engage (regular teleconference - minuted, Google Group, website)

Meetings

Steering Committee meetings will be held monthly, with additional meetings as agreed by the Steering Committee Members.

Minutes

Minutes will be taken by the Refugee Education SIG Secretariat and checked by the Chair to be reviewed and accepted by Steering Committee Members as a true and accurate record at the commencement of the next meeting.



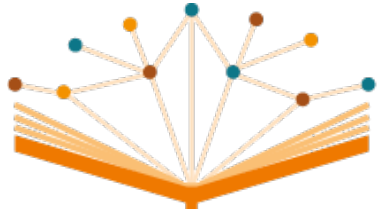
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Delegates and Proxies

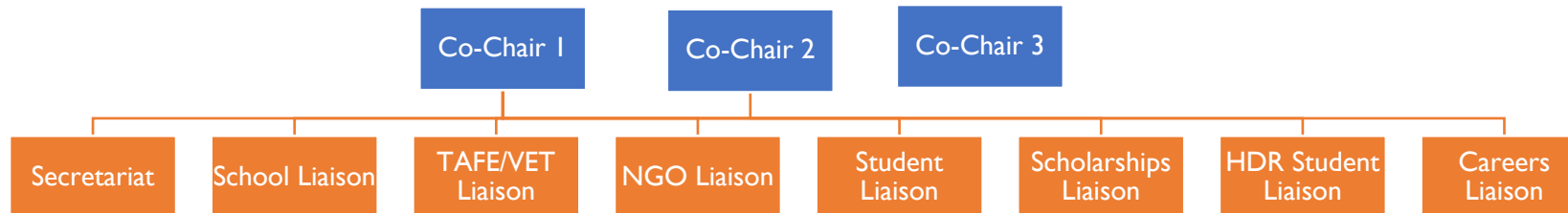
Any Steering Committee Member unable to attend a meeting should inform the Chair in advance of the meeting and may nominate an alternate representative from her/his organisation to attend the meeting, ensuring the delegate is fully briefed.

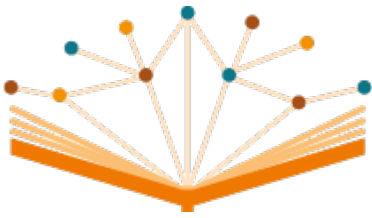
Amendments

These Terms of Reference may be altered to meet current needs by a majority of the Steering Committee Members.



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Committee Roles

Co-Chairs

We will distribute responsibility across three Co-Chairs across a maximum of three periods over the year, with a view to mentorship and reducing the pressure on existing Chair and Secretariat.

Each Chair will take a 4-month period as Chair (leading meetings, being the principal person to respond to RESIG emails/ be a contact for RESIG). During these four months, a Deputy Chair (one of the other Chairs) will support the Chair in case of competing priorities/ leave/ illness.

- Chair 1: Advocacy
- Chair 2: Information sharing (inc. events + networking)
- Chair 3: Resource development (inc. research)

Chair 1	Chair 2	Chair 3
<p>Advocacy</p> <ul style="list-style-type: none"> • To contribute on behalf of RESIG to advisory groups • To write submissions • To contact politicians • To run sub-groups on campaigns when needed • Elicit advocacy ideas • Develop campaigns 	<p>Information Sharing</p> <ul style="list-style-type: none"> • To coordinate the following: • RESIG events (inc. support to HDR Liaison with WIP seminars) • To coordinate the dissemination of the newsletter (with the Newsletter role) 	<p>Resource Development</p> <ul style="list-style-type: none"> • To coordinate and support the creation and maintenance of existing resources (website, Annotated Bib, ARRID, Scholarships) by working with website role, sector liaison roles, Deakin CREATE) • To coordinate the monthly reading groups

You can find information about the remaining roles by clicking on the role title here or you can read through the full list below:

Secretariat

Scholarships and access liaison

Student liaison

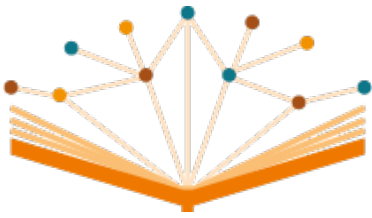
School pathways liaison

TAFE/VET pathways liaison

Careers pathways liaison

Postgraduate student representative

NGO and Community Networks Liaison



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Secretariat

The responsibilities and duties of the Secretariat are to:

- Maintain accurate and up-to-date records of Steering Committee and Refugee Education SIG members.
- Provide logistical coordination of teleconferences and face-to-face meetings, including sending out invitations and dial in details, managing RSVPs and circulating meeting information.
- Prepare agendas and issue notices for Steering Committee meetings, ensuring that all necessary documents requiring discussion or comment are attached to the agenda and that papers are distributed prior to the meeting, at least one week in advance.
- Distribute meeting notes within a month of meetings, and ensure follow up on action items.
- Manage enquiries, facilitate communication and disseminate information between and amongst the Steering Committee, Refugee Education SIG members and external stakeholders.
- Assist with the promotion of the Refugee Education SIG by researching relevant resources, monitoring key policy developments and maintaining up-to-date information on the SIG website (including adding research items and publications shared through the email group to the online resource library).
- Collate and publish to the SIG email group a monthly wrap-up of key/emerging issues and trends, guidance or advice, provided by members of the group.
- Manage RESIG email account for at least one month of the year.

Scholarships and access liaison

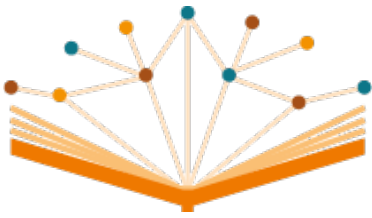
The responsibilities and duties of the Scholarships/ Access Liaison are to:

- Communicate with colleagues to ensure information about scholarships is up-to-date.
- To keep the SIG up-to-date with scholarships across the country.
- To work with a sub-committee on collecting information on scholarships.
- To work with Advocacy coordinator on People Seeking Asylum campaign.
- Be a point of contact for colleagues across the country to collate updated information when available.
- Manage RESIG email account for one month of the year.

Student liaison

The responsibilities and duties of the Student Liaison are to:

- To contact members with student liaison roles and responsibilities as per the membership list on a regular basis to canvas for updates from across the country
- To represent students
- To canvas the views of students across the country
- To report on student issues, as reported through ongoing liaison



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- Be a point of contact for colleagues and students across the country to collate updated information when available
- Manage RESIG email account for one month of the year.

School pathways liaison

The responsibilities and duties of the School Pathways Liaison are to:

- To contact members with school-focused roles and perspectives as per the membership list on a regular basis to canvas for updates from across the country
- Be a point of contact for school colleagues and students across the country to collate updated information when available
- To represent the view of school students
- To represent the views of school teachers
- To represent the views of careers advisors
- Where possible, advise school contacts of upcoming information sessions
- Manage RESIG email account for one month of the year.

TAFE/VET pathways liaison

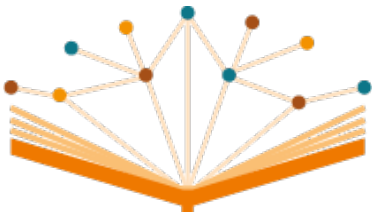
The responsibilities and duties of the TAFE/VET Pathways Liaison are to:

- To contact members with TAFE/VET-focused roles and perspectives as per the membership list on a regular basis to canvas for updates from across the country
- Be a point of contact for TAFE/VET colleagues and students across the country to collate updated information when available
- To represent the view of TAFE/VET students
- To represent the views of TAFE/VET teachers
- To represent the views of careers advisors
- Where possible, advise TAFE/VET contacts of upcoming information sessions
- Manage RESIG email account for one month of the year.

Careers pathways liaison

The responsibilities and duties of the Careers Pathways Liaison are to:

- To contact members with employment/ careers pathways roles and perspectives as per the membership list on a regular basis to canvas for updates from across the country
- To keep the SIG up-to-date with information relating to refugee employment/ career pathways across the country
- To work with a sub-committee on collecting information on best practice with regard to career pathways
- Inform SIG of the latest research and initiatives in the career space for people from a refugee background
- Manage RESIG email account for one month of the year.



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Postgraduate student representative

The responsibilities and duties of the Postgraduate student representative are to:

- To contact HDR student members as per the membership list on a regular basis to canvas for updates from across the country
- Be a point of contact for postgraduate students working on issues related to refugee education across the country to collate updated information when available
- To represent the view of postgraduate students
- Support the organisation of an bi-annual postgraduate 'work-in-progress' seminar/ teleconference
- Arranging HDR-student feature for newsletter each quarter; liaising with Newsletter Editor
- Where possible, advise postgraduate contacts of upcoming information sessions.
- Manage RESIG email account for one month of the year.

NGO and Community Networks Liaison

The responsibilities and duties of the NGO and Community Networks Liaison are to:

- To convene and lead an online sub-networking community of NGO and community network within the membership base.
- To be a point of contact for NGO and community sector colleagues across the country and to collate updated information when available.
- To represent the views of NGO and community sector volunteers.
- To report on issues within the NGO and community sector.
- To reach out to key NGO practitioners beyond the RESIG and generate increased membership.
- Manage RESIG email account for one month of the year.