

PRESIDENT -Student Representative Council Position Description

ABOUT UNIVERSITY OF NEWCASTLE STUDENTS' ASSOCIATION LTD

The University of Newcastle Students' Association Limited (UNSA) is a student run, not-for-profit organisation that represents and supports University of Newcastle (UON) students across all onshore campuses, as well as those studying online (the Cloud Campus).

Students are represented through the Student Representative Council (SRC) led by the President, and governance of the organisation is overseen by the UNSA Board of Directors.

The SRC is a sub-committee of the Board established pursuant to clause 44 of the UNSA constitution.

The President occupies the role of student representative as elected to the SRC from time to time.

In addition to holding the elected position of student representative on the SRC, the President also holds the position of volunteer Board member of the UNSA Board. The volunteer Board role is separate to and distinct from the SRC student representative role and has its own position description and responsibilities.

The SRC and Board achieve their goals through the support of dedicated staff who deliver key services and the day-to-day operation of the organisation. These services include but are not limited to: support for clubs and societies, academic support, welfare and hardship support as well as a range of events and activities across the academic calendar.

UNSA acknowledges that the needs of students are diverse and ever-changing, but the organisation aims to ensure that anyone studying at UON can learn and develop in an environment that is welcoming, supportive and inclusive, and that UNSA gives them a genuine representative voice.

POSITION SUMMARY

The President, as the student representative, leads the UNSA SRC in representing, campaigning for and serving the needs of students at UON.

The President's key role, as student representative, is as Chair of the SRC, presiding over meetings, ensuring compliance with the Constitution and Terms of Reference, overseeing the performance of elected Representatives in a management capacity, and ensuring the SRC genuinely represents the student voice of all students at UON.

In addition to the overarching functions of the SRC, it is the responsibility of the President to be the first point of contact for UON in promoting student partnership and decision-making. This may include being part of UON project teams, being a member UON Council or other UON committees (committee roles are voluntary and unpaid) to provide a genuine voice for students in key areas of University decision-making.

The President works closely with the UNSA General Manager and other UNSA staff, as well as with the other members of the SRC to achieve all these responsibilities. The UNSA President will receive tailored training and additional support from UNSA staff to meet the requirements of their role.

There is an expectation the UNSA President will actively engage with training prior to managing the SRC employment roles.

KEY RESPONSIBILITIES

In addition to the responsibilities common to SRC members, the President, as the student representative, is accountable for a range of additional duties:

- Chair of the SRC: setting agendas, presiding over meetings of the SRC, ensuring actions are completed in a timely manner and reporting to the Board on the activity and recommendations of the SRC;
- Membership of sub-committees and executive committees of the SRC as required;
- Leading and supporting the SRC Executive and other elected SRC representatives in fulfilling their obligations to their respective cohorts and the wider student body;
- Monitoring the performance of SRC representatives and ensuring they understand and adhere to UNSA's objectives, principles and policies of good governance;
- Staying informed of feedback from students of all demographics and understanding the issues important to them;
- Liaising with UON and UNSA staff in the planning of student services and activities;
- Meeting regularly with University senior staff and advising on student issues;
- Representing the UNSA on UON committees or other decision-making bodies as required;
- Coordinating appropriate student representation on UON committees;
- Ex Officio membership on the UNSA Board;
- Representing UNSA as the spokesperson and media contact;
- Participating in professional development opportunities for the benefit of the role; and,
- Any other duties and responsibilities as agreed with the SRC.

Further, and specifically, the UNSA President must adhere to the following requirements:

- ***Attend all scheduled meetings and apologise with 24 hours' written notice if unable to attend;***
- ***Inform UNSA of any conflicts of interest or issues that will affect participation in UNSA events and activities;***
- ***Respond to all UNSA related emails within 3 business days;***
- ***Respond to all UNSA related emails marked 'high importance' within 1 business day; and***
- ***Copy the UNSA office into all relevant communications relating to UNSA business.***

Throughout the performance of these duties, it is a requirement that at all times the President must act in good faith, adhere to the UNSA constitution, and comply with all University policies and codes of conduct.

This is a critical role for both UNSA and UON and it is expected that it be treated as such.

PREFERRED ATTRIBUTES

- Community-mindedness and passion and enthusiasm for improving student life at UON;
- Punctuality and professionalism;
- Strong communication skills;
- High level organisational and time management skills;
- Personal responsibility and ownership;
- An ability to listen to, to lead and to collaborate with diverse groups;
- An understanding of UNSA's mission and goals; and
- The drive to improve your leadership and employability skills.

TERM OF OFFICE

In a normal business cycle the term of office for all SRC representatives is from the 1st of January to the 31st of December of the calendar year immediately following their election. In 2021 the Term of Office will be from 1 July to 31 December 2021.

From the 1st of November the incumbent representative is required to negotiate a substantial period of hand-over to the incoming President, as well as to contribute to annual planning for the following year based on their experience as the outgoing elected representative. The incoming President is encouraged to contribute to the planning for the year of their term of office.

The term of office for SRC representatives who are elected or appointed to fill a casual vacancy will also expire on the 31st of December.

ELIGIBILITY

In order to nominate and hold office, the nominee must be a Voting Member of UNSA and an onshore UON student. Please refer to the UNSA constitution for the definition of a Voting Member and details on eligibility to nominate.

As the role of President is an ex officio position to the UNSA Board, nominees must meet the criteria for Directors. Refer to the UNSA constitution for eligibility criteria.

LEADERSHIP EXPERIENCE AND DEVELOPMENT ACTIVITIES

As well as the key responsibilities, there are a range of additional experiences the President can gain during their term to enrich their UON experience and significantly contribute to their employability. There will be considerable supervision, advice & support provided by senior UNSA staff for all activities. These leadership development activities may include, but are not limited to:

- Management and supervision of SRC employment roles;
- Communication skills - giving presentations, public speaking, giving interviews and providing statements to the media;
- Formal Written skills – drafting position papers and correspondence, providing feedback on policy;
- Research skills – assisting UNSA staff in conducting surveys and focus groups;
- Event skills – collaborating with UNSA staff on event planning, activation and risk assessment;
- Project Management - collaborating with UNSA staff on designing and managing projects;
- Recruitment skills - shortlisting candidates and sitting on staff panels; and
- Networking and building professional relationships.

As elected student leaders all SRC representatives are offered development opportunities by UNSA's staff and UON, as well as being given direct support to lead SRC-approved initiatives.

ACQUIRED SKILLS

There are a number of professional, transferrable skills a student can expect to hone as they develop in the President role across their term of office:

- Understanding and application of Fair Work legislation;
- Understanding and application of employer and employee responsibilities;
- Time management and rostering skills;
- High level written and verbal communication skills;
- Strong and culturally diverse interpersonal skills;
- Negotiation and influencing, conflict resolution, debating ideas, and producing a consensus;
- Problem solving and innovation, critical and analytical thinking;
- Policy interpretation and application;
- The ability to seek out and respond to feedback;
- Experience managing volunteers and teams;
- Accounting and financial analysis; and
- Resilience.

This list is by no means exhaustive. It aims to demonstrate how this role can increase your employability and develop core transferrable skills. The role of President is an opportunity for a year long journey of professional development and personal growth, providing a range of experiences that can be applied in any industry.