

## **Central Coast Campuses Convenor-Student Representative Council Position Description**

### **ABOUT UNIVERSITY OF NEWCASTLE STUDENTS' ASSOCIATION LTD**

The University of Newcastle Students' Association Ltd (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 Board of Directors.

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

The Central Coast Campuses Committee Convenor (Campus Convenor) occupies the role of student representative as elected to the SRC from time to time. The Campus Convenor holds this position pursuant to clause 44.3 of the UNSA constitution and clause 3 of the SRC Terms of Reference.

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 Central Coast Campuses Convenor coordinates a Central Coast Campuses Committee, an assembly that identifies and represents the views, interests, and needs of UON students studying at those locations (Ourimbah, Gosford Hospital).

The Campus Convenor role drives the identification of issues that affect the education, educational and out-of-class experiences of students relevant to their location and ensures the Campus Committee genuinely captures and represents the student voice of those students.

The Campus Convenor will lead campaigns on all relevant issues and support the advocacy of the campus students and their issues.

The Campus Convenor works closely with the President and other members of the SRC as well as UNSA staff to achieve all these responsibilities.

### **KEY RESPONSIBILITIES**

In addition to the responsibilities common to SRC members, the Campus Convenor is accountable for a range of additional duties:

- Chair of their respective Campus Committee: setting agendas, presiding over committee meetings, and ensuring actions are undertaken in a timely manner;
- Reporting to the SRC on the activity and recommendations of that committee;
- Leading and supporting the members of the Campus Committee in fulfilling their obligations to the cohort;
- Leading the development of location (or cohort) specific events and support activities;
- Encouraging student participation in activities and events driven by the Campus Committee, as well as those of the UNSA;
- Supporting research to identify issues affecting the experiences of the campus cohort, and staying informed of feedback to identify trends and understand the issues important to those students;
- Encouraging student participation in relevant UON and national education sector surveys;
- Liaising with and collaborating with relevant persons or bodies on issues that affect the UON experience of students;
- Representing the UNSA on UON committees or other decision-making bodies as required;
- 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 Campus Convenor 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 Campus Convenor must act in good faith, adhere to the UNSA constitution, and comply with all UON policies and codes of conduct.***

***This is an important 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 the educational and extra-curricular experiences and wellbeing of students studying at UON;
- Punctuality and professionalism;
- 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 the 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 1<sup>st</sup> of January to the 31<sup>st</sup> 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 Campus Convenor, as well as to contribute to annual planning for the following year based on their experience as the outgoing elected representative. The incoming Campus Convenor 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 31<sup>st</sup> of December.

### **ELIGIBILITY**

In order to nominate and hold office, the nominee must be a Voting Member of UNSA and an onshore UON student enrolled in a program of study undertaken at the relevant location.

Please refer to the UNSA constitution for the definition of a Voting Member and details on eligibility to nominate.

### **LEADERSHIP EXPERIENCE AND DEVELOPMENT ACTIVITIES**

As well as the key responsibilities, there are a range of additional experiences the Campus Convenor can gain during their term to enrich their UON experience and significantly contribute to their employability.

These leadership development activities may include, but are not limited to:

- Communication skills - giving presentations, public speaking and advising the SRC President relating to media releases;
- 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

Additionally elected student leaders all UNSA 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 Campus Convenor role across their term of office:

- 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
- 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 Campus Convenor 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.