



## POSITION DESCRIPTION

### PRESIDENT

Reporting to:	Board of Management
Honoraria:	\$30,000 (based on 48 weeks)
Time Commitment:	25 hours per week
Location:	State-wide
Employment Type:	Volunteer (Paid Honoraria)
Term:	<p>1 November 2022 – 1 December 2023</p> <p>It is a condition that all representatives attend the Student Leader Onboarding Workshop on 9 November 2022, and the two-day Student Leader Conference on 10-11 November 2022. In addition, the President is required to complete Leadership training prior to Semester 1 commencement.</p>

### Contents

1.0 Organisation Description .....	2
2.0 Position Summary .....	2
3.0 Key Performance Areas.....	3
4.0 KPI's.....	5
5.0 What the Job Requires (Success Profile).....	5
6.0 Time Commitment .....	7
7.0 Relationships .....	7

## 1.0 Organisation Description

The Tasmanian University Student Association (TUSA) was founded in 1899, is one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania (UTAS).

The overall responsibility for the TUSA is overseen by our Board of Management (BoM), which consists of elected student representatives, external/lay members (appointed by BoM) and university representatives (appointed by UTAS), and is the employer of staff, who work with us to be an organisation 'run by students, for students'.

The TUSA is focussed on mobilising and enabling UTAS students to have their voices heard, and to be part of a community beyond the confines of the classroom. The TUSA aspires to facilitate this through student representation, the provision of clubs and societies, initiatives and independent student advocacy. We are an organisation focussed on realising the potential of our student base and providing opportunities for the cultivation of unique and exciting ideas that create meaningful and sustainable impacts for UTAS students.

## 2.0 Position Summary

The TUSA State President's main purpose is to be the Chair of the TUSA State Council, to oversee the Council's work and be the spokesperson and media contact for the organisation. To do this, the President must preside over meetings, ensure the Council's compliance with the TUSA Constitution and oversee the performance of the Council members. As a key member of the organisation's Executive and the TUSA Board of Management, they also inform, revise and deliver on the direction of the organisation, be that through involvement in strategic initiatives or operational planning.

The State President is responsible for maintaining the relationship between student representatives and the University and presenting to State Council as much context as possible in its deliberations on various matters. The President is a significant change leader of this work and will champion and lead opportunities for continuous

improvement and positive change. The President must be highly motivated and have a sound understanding of higher education issues.

## 3.0 Key Performance Areas

### 3.1 Key Responsibilities

- Represent TUSA as the media spokesperson for the organisation in collaboration with the CEO.
- Set agendas and preside over meetings of State Council, including revision of position reports in State Council meeting agendas and minutes.
- Sit on all sub-committees of State Council.
- Seek feedback from students of all demographics and understand the issues important to them to advance the interests of students at UTAS.
- Monitor performance of State Council members and fill vacancies if they arise.
- Ensure the State Council adopts principles and policies of good governance.
- Meet regularly with senior UTAS staff and advise the University on student issues.
- Participate in professional development opportunities for the benefit of the role.
- Work with the CEO and BoM to develop and execute the TUSA Strategic Direction.
- Prepare and participate in the TUSA People Insight process, both in terms of preparing for and participating in discussions with the Chair of the BoM and/or CEO as well as managing this process with all State Council members.
- Be the lead student representative to the University's Academic Senate and any other UTAS Meetings agreed to at the start of their term, including preparing submissions and delegating responsibility for agenda items where appropriate.
- Maintain the organisation's relationship with the Chancellor and Vice Chancellor in collaboration with the Chair of BoM and the CEO.

- Endeavor to meet frequently with the student member of the University Council to discuss pertinent issues relating to student representation and engagement.
- Show deference to the findings of the Equity Committee on equity related matters.
- Act as liaison between the Editor of Togatus and State Council.
- Be informed of general matters affecting higher education within Tasmania, including available data pertaining to the student body.

### **3.2 All Representatives**

- Throughout the performance of these duties, it is a requirement that at all times that Council members act in good faith, adhere to the TUSA Constitution, and comply with all TUSA and required UTAS policies and codes of conduct.
- Regularly update the student body on State Council initiatives and concerns.
- Other activities may include, but are not limited to:
  - Attend and submit reports to 75% of all State Council meetings, agreed UTAS Committee meetings and BoM meetings, as applicable, and communicate outcomes to TUSA and the student body
  - Leading delegations at conferences
  - Recruitment & selection
  - Presentations, public speaking and giving interviews
  - Event and project planning and delivery
  - Inter- and intra-state travel
  - Planning and overseeing student insight and consultation activities, e.g., surveys and focus groups
  - Drafting policy and position papers
  - Writing grant applications

- Networking and building professional relationships

## 4.0 KPI's

- Chair at least 10 State Council meetings per year.
- Attend and submit reports to 75% of all State Council meetings, agreed UTAS Committee meetings and BoM meetings, as applicable, and communicate outcomes to TUSA and the student body.
- Submission of monthly report to State Council and TUSA Board of Management.
- Completion of handover report for successor.
- People Insight Plans in place for each member of the State Council.
- Attendance at strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the CEO.
- Attendance at Monthly One on One Meeting with Chair of Board and/or CEO.

If the relevant councils deem that the incumbent is failing to fulfill their responsibilities; the council may, after sufficient warning and opportunity for improvement has been given, call for the incumbent honorarium to be reduced, or for the incumbent to be removed from the position.

## 5.0 What the Job Requires (Success Profile)

### 5.1 Attributes & Behaviours

- **STUDENT LED** – understands and empathises with the needs and aspirations of students; maintains constant focus on improving student experience and makes decisions informed by student insight and based on creation of value for the students.
- **CONNECTED** - demonstrates drive to develop open, honest and mutually beneficial relationships with all stakeholders in order to positively impact the

organisation; Able to build wide and effective networks of contacts inside and outside of TUSA.

- BOLD - Seeks opportunities to transform the business and supports others through the change process; promotes the cultivation of unique and exciting ideas which enable students to achieve their desired results; open to new ideas and willing to think 'outside the box' to allow TUSA to continue evolving to keep up with the changing pace of society.
- EFFECTIVE - seeks to use their attributes to their utmost to enable TUSA to deliver on strategic goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering & developing others and recruiting talent.
- KIND - builds capacity by listening and building an understanding of others and then investing in their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.

## **5.2 Skills & Experience (Essential)**

- The incumbent shall be a currently enrolled student at the University of Tasmania and remain a currently enrolled student for the duration of their term. A currently enrolled student is defined under Clause 18.1 of the UTAS Student Participation and Attainment Ordinance, and outlined in Section 7 of the TUSA Election Policy.

## **5.3 Skills & Experience (Desirable)**

- Experience working with TUSA i.e. in State Council or SRC roles or as part of a TUSA affiliated Club or other community groups or UTAS student leadership role.
- Experience supervising, supporting and resourcing team members and volunteers.

## 6.0 Time Commitment

The expected time commitment for this role is 25 hours a week over a 48 week period across 13 months and may require after-hours work to attend functions, attend meetings and to complete work. It is recommended that the President consider a reduction in their study load or apply for study leave for the duration of their term in order to meet requirements for the role

## 7.0 Relationships

A key aspect to the role is to actively collaborate and work with all areas of the TUSA & UTAS teams, and external stakeholders.

### **Key Relationships Internal:**

- State Council members
- CEO
- TUSA Board of Management
- TUSA Staff

### **Key Relationships External:**

- University of Tasmania students
- University Chancellor, Vice Chancellor and Director – Student Experience
- University of Tasmania Committee members & key staff members
- Relevant Societies and UTAS & External Community Groups
- General Public