[Insert Club / Society Name] Women’s Officer

|  |  |
| --- | --- |
| **Name:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |
| **Location:** |  |
| **Start Date / End Date:** |  |  |

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# 1.0 Organisation Description

The **[Insert the name of your Club or Society]** herein referred to as the Club is affiliated with the Tasmanian University Student Association (TUSA) which was founded in 1899, one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania.

The overall responsibility for the TUSA is overseen by their 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 Club and the TUSA are focused on mobilising and enabling UTAS students to have the best University experience possible through Academic and Special Interest clubs and societies and to be part of a community beyond the confines of the classroom. The Club and the TUSA are focused 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 role of the Women’s Officer is to be the ambassador for women and non-binary people in the Club. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees, and members and advocate for women and non-binary people.

The Club Women’s Officer is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.

# 3.0 Key Performance Areas

**3.1 Leading a successful Club / Society**

1. **AMBASSADOR:** Represents the Club, TUSA and UTAS in a professional and positive manner.
2. **CONSTITUTION, RULES, AND POLICIES:** Has a solid working knowledge of the Club constitution, rules, and policies (including TUSA’s policies and codes of conduct) and drives and supports their team to ensure good governance of the Club. Has oversight over the actions of their committee and members and ensures that TUSA/UTAS procedures and policies are adhered to including, but not limited to, behaviour, equity, diversity and inclusion, events, activities, and prescribed duties in an equitable manner.
3. **ENGAGEMENT:** Consults and collaborates with society members and key stakeholders, using these contributions at Equity Committee meetings held by the EDI.TEL and/or the TUSA Equity President to help support on going advocacy in the Women’s and gender diverse space at UTAS.
4. **STRATEGIC DIRECTION:** Helps set the club's direction, prioritise goals and oversee the delivery of outcomes, in consultation with, and to support, women and gender diverse people in the club. Assists the executive committee with succession planning for future roles to facilitate the ongoing success of the Club.
5. **ADVOCACY AND REPRESENTATION**: Being acutely aware of issues pertinent to the rights of women and gender diverse individuals, the Women’s Officer actively represents the concerns and needs of these groups within the society/faculty. A passionate advocate for the rights and interests of women, the officer ensures their visibility. This proactive approach encourages utilisation of the role and fosters an inclusive environment where everyone feels supported.
6. **PASSIONATE**: Demonstrates and shares a passion for promoting gender equality and advocating for women’s rights; understands and empathises with the needs of women and non-binary people in the Club and maintains a focus on improving their experiences by advocating for them.
7. **EVENTS AND INITIATIVES**: Initiating a diverse range of events and initiatives, the Women’s Officer will orchestrate casual gatherings to foster connections among women and gender-diverse individuals within the club. Beyond social interactions, the officer also coordinates networking events, creating opportunities for meaningful connections with inclusive employers. The planning includes an annual International Women’s Day event, serving as a platform to celebrate achievements and raise awareness of gender-related issues. Collaboration with the society ensures gender sensitivity is embedded in all club activities. Additionally, the officer remains vigilant, being aware of support services, and actively connects members to relevant resources.

**3.2 All Club** **members**

1. Practices and demonstrate safe work practices to ensure the well-being of executive committee members, students, members, and other stakeholders.

# 4.0 What the Job Requires (Success Profile)

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| --- |
| **4.1 Attributes & Behaviours** |
|  | * **STUDENT LED:** Understands and empathises with the needs and aspirations of students; maintains a constant focus on improving the student experience and makes decisions informed by student insight and based on the creation of value for the students.
* **CONNECTED:** Demonstrates the drive to develop open, honest, and mutually beneficial relationships with all stakeholders in order to positively impact the Club; Able to build wide and effective networks of contacts inside and outside of the Club.
* **BOLD:** Seeks opportunities to develop the Club and supports others through the change process; produces new and innovative ideas, approaches and insights and produces a range of solutions to challenges.
* **EFFECTIVE:** Seeks to use their attributes to their utmost to enable the Club to achieve goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering and developing others and recruiting talent.
* **KIND:** Builds capacity by listening and building an understanding of others and supporting their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.
 |
| **4.2 Experience & Qualifications** |
|  | Essential:* Lived experience as a woman or non-binary student
* Demonstrated ability to work with a diverse range of team members and employment arrangements i.e., volunteers and key stakeholders, such as the TUSA, and the University of Tasmania
* Highly developed written, oral, and interpersonal skills
* Currently enrolled student at UTAS.

Desirable:* Demonstrated understanding of the current and future needs of women and non-binary students within Higher Education and intersectional issues related to gender
* Experience working with people from various cultural backgrounds and lived experiences
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# 5.0 Relationships

|  |  |
| --- | --- |
| **Key Relationships Internal:**Executive Committee MembersInternational Student’s OfficerEquity OfficerSub Committee(s) MembersMembers – students and associates | **Key Relationships External:**TUSATUSA State CouncilClubs and societies’ executive committeesUTASLocal councils, businesses, and organisationsState, federal, and international organisations |
| 6.0 Role Acceptance

|  |  |
| --- | --- |
| **Incoming President Signature:** |  |
| **Name:** |  |
| **Date:** |  |
|  |
| **Outgoing President Signature:** |  |
| **Name:** |  |
| **Date:** |  |

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# 7.0 TUSA Resources

**7.1 TUSA C+S Handbook**

1. [TUSA C+S Handbook](https://www.tusa.org.au/club-society/)

**7.2 TUSA Website**

1. [www.TUSA.org.au](http://www.TUSA.org.au)
2. [Running a Club or Society](https://www.tusa.org.au/running-a-club-or-society/)

**7.3 Rubric (QPay)**

1. [www.GetQPay.com](http://www.GetQPay.com)