**Tasmanian University Student Association – Applicant Information Pack | March 2024  
  
Application for Tasmanian University of Tasmania Board of Management Membership**

**Applicant Information Pack – TUSA Board of Management**

This Applicant Information Pack provides you with the information you need to complete an application for a position with TUSA as a Board Member.

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria.
2. Selection process description (*including application lodgement instructions*).
3. Application form.

**Women, First Nations Australians, people from diverse cultural backgrounds, and people with disability are encouraged to apply.**

### About the TUSA

The Tasmanian University Union, currently operating as the Tasmanian University Students Association (TUSA), founded in 1899, is one of the oldest Student Unions in Australia, and is recognised as the peak student body representing students attending the University of Tasmania. The TUSA is involved in all facets of student life, providing a range of services to students:

* Support services – the TUSA Student Advocacy team, Student Legal Service, and Food Security Program are all examples of the work the TUSA do in supporting students on the ground.
* Representation – the TUSA State Council are a student representative group elected annually, who are involved in advocacy and representation for students across a myriad of university levels and departments.
* Community – the TUSA is known for its Clubs & Societies, of which there are over 100 to join in 2024 across the university. These Clubs & Societies each run events, of which there were 3900 in 2023. The TUSA also run a range of signature events, including TUSA Clubs & Societies Day (three across the state), Student Life Expo, and Sexual Health Awareness and Guidance (SHAG) Expo.
* Professional Development – the TUSA coordinate training and development sessions for our student societies, as well as the delivery of internships with the organisation, and student jobs. In fact, over half of the organisation are current students.

If you want to learn more, please visit [Home - Tasmanian University Student Association (TUSA)](https://www.tusa.org.au/) for more information.

### Position Description

TUSA is seeking to onboard two new Board of Management members to the team, as the organisation moves into a new strategic phase and focus for 2024. We are seeking the valued input of community leaders who are passionate about supporting our university students and the broader local community, as we seek to affirm the TUSA’s financial sustainability and independence for the coming decades. We are seeking applicants with a diverse range of lived experience and capabilities, providing skills and expertise in:

* Finance and Investment and/or;
* Governance and Risk and/or;
* Strategy and Partnerships.

Appointed applicants will meld well with our existing Board of Management, while bringing new understanding and experiences to inform the TUSA’s ongoing strategic vision. Board members at the TUSA handle a large portfolio, and the role requires strong communication, stakeholder management skills, excellent judgement, and an understanding of the principles of organisational governance and strategy. Exposure to community or social impact, major strategic projects or funds generation, and an understanding of the education sector, non for profit or commercial businesses is highly valued by the TUSA.

Your knowledge of the environment in which TUSA operates and your insight will be invaluable in shaping TUSA’s future.

Please note that TUSA board positions are voluntary and unpaid. Reasonable reimbursement of costs is available. For a confidential discussion or to assist with enquiries, please contact Danny Sutton, Chair of the TUSA Board of Management, at [dlsutton@gmail.com](mailto:dlsutton@gmail.com).

### Accountabilities and Responsibilities

TUSA Board of Management Members will be accountable to:

* The Chair – for supporting the activities of the Board and its members;
* The TUSA student community – for delivering outcomes that support students and improve the student experience;
* TUSA staff, stakeholders and supporters – for ensuring that agreed deliverables are achieved and resources invested are expended efficiently and effectively, and;
* TUSA organisation as a whole by practicing good governance and directorship oversight.

### TUSA Board Member Selection Criteria

1. **Leadership and governance** – A successful applicant will have experience and capability in leadership, and can demonstrate an understanding of the governance and performance management principles required to manage an organisation.
2. **Delivery focus** – A successful applicant has most likely had experience in high performing organisations that have had success in achieving difficult outcomes in a complex environment.
3. **Stakeholder engagement** – To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes and an understanding or connectivity with the broader local Tasmanian community.
4. **Commitment to the students** – To be successful, the applicant will have a clear commitment to the betterment of the student experience at the University of Tasmania. They will understand and be able to articulate current challenges experienced by university students. The applicant may have spent time at the University of Tasmania or in student representative roles previously.
5. **Commitment to diversity** – To be successful, the applicant will be experienced in fostering successful and respectful relationships with diverse communities, especially First Nations people, and LGBTQIA+SB identifying community members, and experienced in the support of gender equality opportunities.

### TUSA Board Member Selection Process

Applying for a Board Member position involves completing this form and providing a brief Curriculum Vitae (CV). These documents should be returned to Shauna-Lee Ward, [shaunalee.ward@utas.edu.au](mailto:shaunalee.ward@utas.edu.au). Once submitted, you should receive email confirmation that your application has been received.

The application process involves the following steps and indicative timeframes:

1. **Processing of applications** – once applications close, they will be considered by the Board.
2. **Interview** – short listed candidates will be invited to an interview.
3. **Referee and other checks** – the Board will conduct referee checks, and other checks if required, before making a final assessment of each applicant. This process may take up to two weeks.
4. **Consultation with delegate** – once the Chair has identified their preferred candidate(s), the appropriate approving authorities will be consulted so that a final appointment decision can be made. This may take up to six weeks. The Board will then provide its recommendation to the Chair for consideration.
5. **Advice to applicants** – once a final decision has been made, applicants will be advised of the outcome of their application by email and/or post. This may take up to one week.

**TUSA Board Member Application Form**

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| Title\* | Choose an item. |
| Full first name\* |  |
| Last name\* |  |
| Post nominal (e.g. OAM, AM, AO) |  |
| Date of birth |  |
| Gender | Choose an item. |
| Do you identify yourself as a First Nations Australian? | Choose an item. |
| Do you identify yourself as a person with a disability? | Choose an item. |
| Were you born in Australia? | Choose an item. |
| Do you speak a language other than English at home? | Choose an item. |
| If ‘Yes’, please state the language(s) other than English spoken at home. |  |
| Current employment status? | Choose an item. |
| If employed, please state:  **Position** |  |
| **Employer** |
| If self-employed, please state:  **Position**  **Employer** |  |
| **Residential address**  Street/Road/RMB/RSD |  |
| Suburb/Town |  |
| State |  |
| Postcode |  |
| **Postal address** (if different)  Street/Road/RMB/RSD/PO Box |  |
| Suburb/Town |  |
| State |  |
| Postcode |  |
| Home phone |  |
| Business phone |  |
| Mobile phone |  |
| Email \* |  |
| LinkedIn profile (if available) |  |
| Current Board memberships  Name of organisation and position held |  |
| How did you find out about applying for an TUSA Board? |  |
| **PLEASE PROVIDE A STATEMENT ADDRESSING YOUR CLAIMS AGAINST EACH OF THE SELECTION CRITERIA**  *(IN THE SECTION BELOW, IT IS IMPORTANT TO ADHERE TO THE SPECIFIED LIMIT OF 250 WORDS PER CRITERIA. EXTRA TEXT BEYOND THIS WILL NOT BE CONSIDERED)* | |
| **Leadership and governance \***  A successful applicant will have experience and capability in leadership and can demonstrate an understanding of the governance and performance management principles required to manage an organisation. | |
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| **Delivery focus \***  A successful applicant has most likely had experience in high performing organisations that have had success in achieving difficult outcomes in a complex environment. | |
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| **Stakeholder engagement \***  To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes and an understanding or connectivity with the broader local Tasmanian community. | |
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| **Commitment to the students \***  To be successful, the applicant will have a clear commitment to the betterment of the student experience at the University of Tasmania. They will understand and be able to articulate current challenges experienced by university students. The applicant may have spent time at the University of Tasmania or in student representative roles previously. | |
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| **Commitment to diversity \***  To be successful, the applicant will be experienced in fostering successful and respectful relationships with diverse communities, especially First Nations people, and LGBTQIA+SB identifying community members, and experienced in the support of gender equality opportunities. | |
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| **REFEREES** *Details for two referees are required. Please note that we may not contact both referees and written reports are not required.* | |
| **Referee 1**:  Name \* |  |
| Relationship to applicant \* |  |
| Phone \* |  |
| Email |  |
| Has a written report been included? | Choose an item. |

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| **Referee 2**:  Name \* |  |
| Relationship to applicant \* |  |
| Phone \* |  |
| Email |  |
| Has a written report been included? | Choose an item. |

\* Denotes that this question is mandatory.

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| **CONSENT and DECLARATION**\* responses to all items on this page are mandatory |

Please answer the following questions that relate to the requirements of directorship, by ticking the reply that applies to your personal circumstances.

**If you answer ‘yes’ to any question, please provide details on the blank page after this form. Please note that answering ‘yes’ to any question does not necessarily preclude you from being appointed.**

Your response will be treated as confidential and will only be used for purposes connected with this proposed appointment. **Note:** Processing of your application will be delayed if details are not provided with this form.

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| 1. Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history other than those protected by the Spent Convictions Scheme (see VIIC of the *Crimes Act 1914)?* | Yes ☐  No ☐ |
| 1. Are you, or have you been, the respondent or defendant in any civil or criminal court action (including as a company director or other office holder)? | Yes ☐  No ☐ |
| 1. (a) Have you ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act 1996 (the Bankruptcy Act) or entered into a personal insolvency agreement under Part X of the Bankruptcy Act? | Yes ☐  No ☐ |
| (b) If you are in a partnership, have any of your partners ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act or entered into a personal insolvency agreement under Part X of the Bankruptcy Act? | Yes ☐  No ☐  N/A ☐ |
| 1. Has any business or commercial enterprise for which you, or if applicable your partner(s), have had responsibility ever gone into receivership or a similar scheme or arrangement? | Yes ☐  No ☐ |
| 1. During the last 10 years have you, or if applicable your partner(s), been the subject of a court order in connection with monies owing to another party? | Yes ☐  No ☐ |
| 1. Have you ever been summonsed or charged concerning non-payment of tax or outstanding tax debts, investigated for tax evasion or defaults, or negotiated with the Australian Taxation Office over outstanding debts? | Yes ☐  No ☐ |
| 1. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation? | Yes ☐  No ☐ |
| 1. Have you ever been dismissed from employment because of a discipline or misconduct issue? | Yes ☐  No ☐ |
| 1. Do you or your immediate family have any financial interest in any company or business, or are you or your immediate family employed or engaged by any company or business, which might have dealings with, or an interest in the decisions of, the office to which you may be appointed? If yes, include advice on the next page on how this conflict of interest would be managed. | Yes ☐  No ☐ |
| 1. Are you a lobbyist registered on the Australian Government’s Lobbyists Register or the register of a state or territory? | Yes ☐  No ☐ |
| 1. Is there any other information which could be relevant to your suitability for the proposed appointment? | Yes ☐  No ☐ |

**PRIVATE INTERESTS - DETAILS**

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| **If you answered ýes’ to any question in the Private Interests Declaration, please provide relevant details here:** |

**ASSURANCE**

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| **I declare that the information provided in this Private Interest Declaration statement is true and correct. I am authorised to make this declaration.**  *Note: Submitting this form from your email address will be taken as your ‘electronic’ signature OR you may also include a scanned signature.*  *[Insert first name] [Insert surname] [Insert day] [Insert month] [Insert year]* |