



POSITION DESCRIPTION

EQUITY PRESIDENT

Reporting to:	General Secretary
Honoraria:	\$13,638
Time Commitment:	11.4 hours per week
Location:	Australia-wide
Date:	1 November 2024 – 1 December 2025 It is compulsory that all representatives attend both the Student Leader Onboarding Workshop and the two-day Student Leader Conference held in November 2024.

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1.0 Position Summary

The Tasmanian University Student Association (TUSA), 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.

The central aim of the TUSA is to mobilise and enable UTAS students to have their voices heard, and to nurture a sense of community for students. The TUSA aspires to facilitate this through student representation, the support of TUSA clubs and societies, and independent services that meet specific student needs, including the Student Advocacy Team, Student Legal Service, and TUSA Food Hub.

The TUSA Equity President advocates and acts as a conduit for students who identify as Aboriginal or Torres Strait Islander, as part of the LGBTQIA+ community, as having a disability, as a woman or as being an international student, studying by distance / online, and from a culture that is regarded as ethnocultural and gathers and responds to information through the management of the formalised TUSA equity committee.

The incumbent is a member of the TUSA State Council, the University's Equity Committee, and any other committees to which they are nominated by the President, both within the TUSA and the University, this includes the TUSA Equity Committee which is a core element of responsibility for this position.

Further, the incumbent must make efforts to be up to date on the data profile of various equity groups at the University of Tasmania. The incumbent must maintain strong working relationships with the President, the State Council, the Equity officers of the TUSA Equity Committee, the TUSA Student Experience team, relevant staff members and any relevant external organisations.

2.0 Key Performance Areas

2.1 Specific Accountabilities of the Equity President

- Member of committees, attending all meetings and working with relevant staff to ensure the timely production of agendas and minutes.
- Review and amend as appropriate the Terms of Reference that governs the operation of committees.

- Work to ensure that any vacancies on committees are filled by either student applicants or external stakeholder groups in accordance with the Terms of Reference.
- Provide reports to the State Council regarding matters arising from both the TUSA and University Equity Committees.
- Review the effectiveness and structure of committees and provide recommendations for amendments to State Council and Board of Management twice annually.
- Work with College IDE Committee student members to ensure students from different Colleges are having their equity interests heard.
- Be the lead student representative on the University's Equity Committee while also sitting on other committees as determined by the President.
- Brief the State Council and upon request, the President or TUSA General Manager on any urgent issues relating to the equity interests of the student community at the University.
- Work closely with TUSA Experience Leader's (TEL's) to deliver student experience programs and activities.
- Work with staff and relevant committees to plan and execute student engagement events.
- Management of the TUSA Equity Committee:
 - Ensure monthly reporting received from each of the seven equity officers.
 - Maintain an action register that includes assigned responsibilities for addressing issues. This will be measured by tracking completion rates of assigned tasks and maintaining a clear timeline for actions taken.
 - Ensure that all seven equity officer positions are filled at the start of each term. This can be tracked through recruitment logs, and the goal is to achieve 100% staffing at all times.
 - Prepare and submit a comprehensive monthly report to the TUSA State Council detailing the Equity Committee's activities, initiatives, and progress towards goals and a summary of issues raised by the Equity Officers.
 - Ensure that Equity Committee meetings are held monthly throughout the academic calendar year, and meet quorum.

- Oversee that all seven equity officers spend their allocated committee budget appropriately. Budgets should be reviewed regularly to ensure they are being spent on activities aligned with equity goals.
- Facilitate regular communication and collaboration opportunities among equity officers through one-on-one catchups. Measure engagement by tracking the frequency of these meetings, aiming for at least one catchup per officer every two months, and collect feedback on collaborative efforts.

2.2 Responsibilities of All Representatives

- Throughout the performance of these duties, it is a requirement that at all times, Council members act in good faith, adhere to the TUSA Constitution, and comply with all TUSA and required UTAS governance instruments 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
 - Attend 75% of agreed UTAS Committee meetings
 - Attend TUSA Board and/or Subcommittees as required
 - 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

3.0 KPIs

- Attend and submit reports to 75% of all State Council meetings
- Attend and submit reports to 75% of agreed UTAS Committee meetings

- Attend and submit reports to 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body
- Prepare, coordinate and attend monthly TUSA Equity committee meetings.
- Submission of monthly report to State Council;
- Completion of handover report for successor;
- Attendance at strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the General Manager.
- Attendance at Monthly One on One Meeting with President.

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.

4.0 What the Job Requires (Success Profile)

4.1 Personal Attributes

- Embody and work with the intent of reflecting the core TUSA Values – Student-Led, Connected, Bold, Effective and Kind.

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 the TUSA Election Policy.
- The incumbent shall furthermore meet the candidature requirements outlined by the TUSA Election Policy.
- Nominations for this position must include written letters of support from two Equity focused organisations that demonstrate the prospective nominees willingness to represent students that identify as Aboriginal and Torres Strait Islander, members of the LGBTQIA+ community, students studying with disabilities, a person who identifies as a women and international students. These letters of support can be sourced from TUSA-affiliated societies or

external organisations. Please contact the Returning Officer for more information as to what organisations are recognized as meeting this.

- Nominations for this position must also include a statutory declaration that they identify as a student from one of the equity communities listed above.

.3 Skills & Experience (Desired)

- Experience working with TUSA i.e. in State Council or SRC roles or as part of a TUSA affiliated Society (ideally academic) or Club or other community groups or UTAS student leadership role.
- Experience supervising, supporting and resourcing volunteers.
- Demonstrated ability to work with multiple stakeholders and contribute effectively as part of a diverse team.

5.0 Time Commitment

The expected time commitment for this role is an average of 11.4 hours per week over a 51.5-week period across 13 months and may require after-hours work to attend functions, attend meetings, and to complete work.

6.0 Relationships

Key Relationships Internal:

- State Council members
- TUSA General Manager
- TUSA Board of Management
- TUSA Staff
- TUSA Equity Committee Officers

Key Relationships External:

- University of Tasmania students
- University of Tasmania Committee members & key staff members
- Relevant Clubs & Societies and UTAS Community Groups
- General Public