



## POSITION DESCRIPTION

### PRESIDENT

Reporting to:	Board of Management
Honoraria:	\$31,750 (+ Superannuation)
Time Commitment:	26.6 hours per week
Location:	Australia-wide
Term:	1 November 2024 – 1 December 2025 It is compulsory for 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 President's main role 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 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.

## **2.0 Key Performance Areas**

### **2.1 Specific Accountabilities of President**

- Represent TUSA as the media spokesperson for the organisation in collaboration with the General Manager.
- Represent TUSA and the broader University of Tasmania student-body as the peak student representative both internally and externally.
- Key external relationship management of State Council.

- Set agendas and preside over meetings of State Council, including revision of position reports in State Council meeting agendas and minutes.
- Sit on, or send proxy to, 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.
- Assist the General Secretary in monitoring the performance of State Council members and fill vacancies.
- Alongside the General Secretary, 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 General Manager and BoM to develop and execute the TUSA Strategic Direction.
- Work with the General Secretary to develop and execute the TUSA State Council 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 General Manager as well as managing this process with the General Secretary.
- 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 General Manager.
- 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.
- Be informed of general matters affecting higher education within Tasmania and nationally, including available data pertaining to the student body.
- To sit as a voting member on the TUSA Board of Management.

## 2.2 Key Responsibilities of All State Council Members

- Throughout these duties, it is a requirement that 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
  - 75% of agreed UTAS Committee meetings
  - 75% of 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

### 3.0 KPIs

- Chair at least 10 State Council meetings per year.
- Attend and submit reports to 75% of all State Council meetings
- 75% of agreed UTAS Committee meetings
- 75% of 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 General Manager.
- Attendance at Monthly One on One Meeting with Chair of Board and/or General Manager.

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.

### **4.2 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.

### **4.3 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.

## **5.0 Time Commitment**

The expected time commitment for this role is 26.6 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. It is recommended that the President consider a

reduction in their study load of their term in order to meet the requirements of the role.

## 6.0 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
- TUSA General Manager
- TUSA Board of Management
- TUSA Staff

### Key Relationships External:

- University of Tasmania students
- University Chancellor, Vice Chancellor and
- University of Tasmania Committee members & key staff members
- Relevant Clubs & Societies and UTAS & External Community Groups
- National Union of Students State President
- Unions Tasmania
- Members of Local, State, and Federal Government
- General Public