

POSITION DESCRIPTION

EQUITY PRESIDENT

Reporting to:	General Secretary
Honoraria:	\$14,930
Time Commitment:	12 hours per week
Location:	Australia-wide
Date:	1 November 2026 – 1 December 2027 It is compulsory that all representatives attend the Student Council Onboarding Workshop on October 26 and 27, 2026, the Student Leaders Conference on October 28 and 29, 2026, and the Student Council Onboarding on February 2, 2027.

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 Security Program.

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 multicultural, and gathers and responds to information through the management of the formalised TUSA Equity Committee.

The incumbent is a member of the TUSA Student Council, the University's Equity Committee, and any other committees to which they are nominated by the Student Council, 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 General Secretary, the Student 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

- Provide reports to the Student Council regarding matters arising from both the TUSA and University Equity Committees.
- Review the effectiveness and structure of the Equity Committee and provide recommendations for amendments to Student Council and Board of Management annually.
- To sit on UTAS and TUSA Committees as determined by the Student Council.
- Brief the Student 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 with staff and relevant committees to plan and execute student engagement events.
- Management of the TUSA Equity Committee:
 - Review and amend, as appropriate, the Terms of Reference that governs the operations of the Committee.

- Work with the General Secretary and relevant staff to ensure the timely production of agendas and minutes.
- 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 current Equity Officer positions are filled at the start of each term. This can be tracked through recruitment logs, and the goal is to maintain 100% staffing at all times.
- Prepare and submit a comprehensive monthly report to the TUSA Student Council detailing the Equity Committee's activities, initiatives, and progress towards goals and a summary of issues raised by the Equity Officers.
- As the Committee Chair, ensure that Equity Committee meetings are held monthly throughout the academic calendar year and meet quorum.
- Ensure via oversight that all current 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.
- If elected by the Student Council to do so, to sit as a voting member on the TUSA Board of Management, as per Section 14 (a) (vi) of the TUSA Constitution, and/or a Sub-Committee of the Board.

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 Student Council initiatives and concerns.
- Other activities may include, but are not limited to:

- Attend and submit reports to at least 75% of all Student Council meetings.
- Attend at least 75% of agreed UTAS Committee meetings.
- Attend TUSA signature events, including Semester 1 and Semester 2 Orientations and Clubs & Societies Days.
- Attend TUSA Board and/or Subcommittees as required.
- Lead delegations at conferences.
- Recruitment & selection.
- Presentations, public speaking and giving interviews.
- Event and project planning and delivery.
- Inter- and intra-state travel.
- Plan and oversee student insight and consultation activities, e.g., surveys and focus groups.
- Draft policy and position papers.
- Write grant applications.
- Network and build professional relationships.
- Volunteer in TUSA Hubs, as applicable based on location.

3.0 KPIs

- Attend and submit reports to at least 75% of all Student Council meetings.
- Attend and submit reports to at least 75% of agreed UTAS Committee meetings.
- Attend and submit reports to at least 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body.
- Prepare, coordinate and Chair at least eight (8) monthly TUSA Equity Committee meetings within the contracted Equity President term.
- Complete handover report for successor.
- Attend strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the General Manager.
- Attend Monthly One on One Meeting with General Secretary.
- Attend Semester 1 and Semester 2 Orientations and Clubs & Societies Days.

If the incumbent fails to fulfill their responsibilities; the Council may, following consultation with the TUSA Board, and 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.
- Demonstrated experience in student leadership, communication, collaboration, initiative, and community building.

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 be enrolled in coursework units totalling a minimum of 12.5 credit points, or in a Higher Degree by Research program, as applicable.
- 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 nominee's 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 recognised to meet this requirement.
- Nominations for this position must also include a signed statement that they identify as a student from one of the equity communities listed above.
- The incumbent shall obtain a Registration to Work with Vulnerable People (RWVP). Where the incumbent does not have an existing valid RWVP, an application following election must be submitted and issued prior to

commencement of the role on 1 November 2026. TUSA will cover the costs for new applications.

3 Skills & Experience (Desired)

- Experience working with TUSA i.e. in Student 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 12 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:

- Student Council members
- TUSA Executive Team
- TUSA Board of Management
- TUSA Staff
- TUSA Equity 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