

POSITION DESCRIPTION

PRESIDENT

Reporting to:	Board of Management
Honoraria:	\$34,570 (+ Superannuation)
Time Commitment:	27 hours per week
Location:	Australia-wide
Term:	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 President's main role is to be the Chair of the TUSA Student Council, 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 (BoM), 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 Student 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 Student Council.
- Work with relevant staff to set agendas and preside over meetings of Student Council, including revision of position reports in Student Council meeting agendas and minutes.
- Sit on, or send proxy to, all sub-committees of Student 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 Student Council members and fill vacancies.
- Alongside the General Secretary, ensure the Student Council adopts principles and policies of good governance.

- Attend monthly meetings with the General Secretary and Executive Support Administrator.
- 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 Student 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, as per Section 14 (a) (iv) of the TUSA Constitution, and/or a Sub-Committee of the Board.

2.2 Key Responsibilities of All Student 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 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 at least 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body.
- Attend TUSA signature events, including Semester 1 and Semester 2 Orientations and Clubs & Societies Days.
- 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

- Delivery of Student Council Strategic Direction.
- Ensure strong and extensive stakeholder engagement outcomes.
- Ensure strong governance compliance measures.
- Lead the Students as Partners Framework development, implementation and continuance.
- Chair at least 10 Student Council meetings per year.
- Attend and submit reports to at least 75% of all Student Council meetings
- Attend at least 75% of agreed UTAS Committee meetings
- Attend at least 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body

- Submission of monthly report to Student Council and TUSA Board of Management.
- Completion of handover report for successor.
- Maintain oversight of People Insight Plans in place for each member of the Student Council as directed by the General Secretary.
- Attend strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the General Manager.
- Attend a monthly one on one meeting with Chair of Board and/or General Manager.
- 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.

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 be enrolled in coursework units totaling 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.

- 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.

4.3 Skills & Experience (Desirable)

- Experience working with TUSA i.e. in Student Council 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.
- Experience in strategy development and implementation.

5.0 Time Commitment

The expected time commitment for this role is 27 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:

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

Key Relationships External:

- University of Tasmania students
- University Chancellor & Vice Chancellor
- 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