



Sydney University Postgraduate Representative Association

Duty Statement

Position	President
Principles	<ol style="list-style-type: none">1. The President is responsible for representing postgraduate students and advocating on their behalf, especially with regards to students from diverse and marginalised backgrounds.2. The President will work actively to expand, advocate for, defend and preserve the rights and interests of the University's postgraduate students.3. The President will endeavour to ensure that their conduct is transparent and consultative.
Key Roles	<ol style="list-style-type: none">1. The President is a member of the Executive elected by Council.2. The President is the General Manager of the Association.3. The President is the Chief Executive Officer of the Association.4. The President is the Chairperson and spokesperson of the Council.

1. Overview

The following outlines the duties to be discharged by the Office of the President and their role in the governance of the Association. The President has the right to delegate any tasks to other Councillors. However, if the tasks include paid hours, a written agreement must be submitted to the Finance Manager. No duties shall be interpreted so as to contravene the Constitution or SUPRA Policy Manual.

2. Key responsibilities

- 2.1 The President is responsible for the general management, strategic direction and function of the Association.
- 2.2 The President is responsible for liaising with external bodies, organisations and communities.
- 2.3 The President is the arbiter of interpretation of the Constitution and the SUPRA Policy Manual.
- 2.4 The President is the Chairperson of the Management Committee.
- 2.5 The President is responsible for representing the views of Council.

3. Specific position duties

3.1 President

- 3.1.1 The President oversees the day-to-day operations of the Association.
- 3.1.2 The President oversees the administration of the Place of Business of the Association.
- 3.1.3 The President shall maintain communications with the various senior staff, including the Operations Manager, the Postgraduate Advocacy Service Coordinator, the Finance Manager, and the Principal Solicitor/Director of the SUPRA Legal Service Pty Ltd to ensure the continuing function of the Association and its activities.
- 3.1.4 The President, jointly with the Executive, shall maintain oversight of the management practices implemented by senior staff.
- 3.1.5 The President shall maintain oversight of SUPRA online spaces and delete any messages that do not follow the Safer Spaces Policy or the Communication Policy.
- 3.1.6 Where appropriate, the President shall attend and support relevant activist groups on campus.
- 3.1.7 The President shall encourage Constituents, Members, and Councillors to get involved with postgraduate student activism.

3.2 Chief Executive of the Association

- 3.2.1 The President shall ensure the Association delivers on its objects and principles.
- 3.2.2 The President shall endeavour to maintain and improve the quality of education at the University for postgraduate

students.

- 3.2.3 The President shall maintain a working knowledge of the structure of the Association, its Constitution and Policy Manual, and any legal frameworks under which the Association operates.
- 3.2.4 The President shall endeavour to attend as many of the meetings of the Association as is reasonably possible, and maintain oversight of the actions of the Association and the Council to ensure they are in line with its objects and principles.
- 3.2.5 The President shall contribute to policy and policy debates, both internal to the Association and externally in matters affecting postgraduate students.
- 3.2.6 The President shall ensure a consultative process in the formation of all policy, strategic plans, and changes to the running of the Association.
- 3.2.7 The President shall consult with staff of the Association on changes to the day-to-day running of the Association.
- 3.2.8 The President, jointly with the Council, shall ensure Members are informed of issues affecting postgraduates, and the actions the Association has taken with respect to them.

3.3 Chairperson and Spokesperson for Council

- 3.3.1 The President shall ensure that Council stays focussed, and will assist in prioritising Council's goals to ensure Council upholds the objects and principles of the Association.
- 3.3.2 The President shall ensure the effective facilitation of meetings of Council and its Committees.
- 3.3.3 The President shall ensure that the will of Council is carried out in line with the Constitution and SUPRA Policy Manual.
- 3.3.4 The President shall serve as the spokesperson on behalf of Council to the University, the Government(s), members of staff, and postgraduate students.
- 3.3.5 The President shall provide final authorisation of all media releases, submissions, and publications.
- 3.3.6 The President shall adjudicate and resolve disputes among Councillors, Officers and staff.

3.4 Chairperson of the SUPRA Management Committee

- 3.4.1 As the chairperson for the Management Committee, the President oversees the development, management and production of the Management Committee which is

responsible for staffing, administration, finances and infrastructure as well as internal policy and regulations between Council meetings.

3.4.2 The President has a responsibility, jointly with the Executive, for the overview of management of the organisation.

3.4.3 The President must ensure the Management Committee is convened once (1) every month.

3.5 Member of the Council

3.5.1 The President must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

3.6 Member of the Executive

3.6.1 The President is the leader of the Executive, which is part of the collective leadership of Council and ensures oversight over the Association's democratic institution and the Association's administration.

3.7 Office Bearer

3.7.1 As an Office Bearer, the President contributes to the day-to-day operations of SUPRA at monthly Management Committee meetings.

3.7.2 The President should seek to build a good relationship with staff and other Office Bearers, and act, along with other Office Bearers, as a liaison between staff and Council.

3.8 Director of the SUPRA Legal Service Pty Ltd

3.8.1 The President is a member of the Board of Directors of the SUPRA Legal Service Pty Ltd and holds one share in the company on behalf of SUPRA.

3.9 President Office Handover

3.9.1 The President is responsible for the handover process to the succeeding President including providing written guidelines, materials and discussion time, to ensure the smooth handover of roles and duties into the new Council term.

4. Reporting

4.1 The President must submit a written Office Bearer Report in the prescribed form set out in the SUPRA Policy Manual to the Council Meeting every month. The report must include details about the following tasks undertaken in the role:

- (a) meetings attended, including an overview of any matters discussed of importance to postgraduate students;

- (b) important items of correspondence;
 - (c) any press releases produced;
 - (d) major actions being undertaken;
 - (e) campaigns initiated/progress of ongoing campaigns;
 - (f) lobbying being undertaken by the President on behalf of the Association;
 - (g) a progress report on the previous month's work plan;
 - (h) other representative activities; and
 - (i) number of hours worked in the previous month.
- 4.2 As an Office Bearer, the President must ensure that a thorough annual report of their activities in office is duly submitted to the Annual General Meeting.

5. Induction

- 5.1 All Executive members, including the President, are required to attend a compulsory Executive Induction, sign a form stating that they have completed this training, and return the signed form to the Secretary by August's meeting of Council, or the first meeting of Council after their appointment.
- 5.2 All members of Council, including Office Bearers such as the President, are required to attend a compulsory Council Induction, sign a form stating that they have completed the training, and return the signed form to the Secretary by August's meeting of Council, or the first meeting of Council after their appointment.
- 5.3 All members of Council, including the President, must sign a disclaimer within a month of their appointment stating they understand the risks and responsibilities of working in an unincorporated association. They must return this form to the Secretary before their first meeting of Council.
- 5.4 When a new President is elected, the incumbent President will be responsible for the induction process. This will include responsibility for ensuring that the incoming President is aware of the following:
- (a) the day-to-day administrative arrangements within SUPRA;
 - (b) how to carry out the specific duties of the President's role;
 - (c) policies and sections of the Constitution which pertain to Office Bearers;
 - (d) the role of staff within the organisation;
 - (e) the progress of ongoing campaigns, lobbying or activities; and

(f) any operational or strategic plans set by Council.

6. Shared Offices

- 6.1 Where Councillors have been appointed to jointly share this Office, through negotiation they must agree on which joint holder of the Office will be taking primary responsibility for each of the duties set out in this duty statement.
- 6.2 Joint Office holders are required to present an annotated copy of this duty statement which clearly shows which of the joint Office bearers is taking primary responsibility for each of the duties to the first Council meeting after they take joint office.
- 6.3 Within seven (7) days of the annotated duty statement being presented to Council for ratification, the joint Presidents must distribute a copy of the annotated duty statement to staff.
- 6.4 Any changes to the division of duties during the term of Office must be presented to the next Meeting of Council for ratification and advised to staff as set out above.