



Sydney University Postgraduate Representative Association

Duty Statement

Position	Women's Officer
Principles	<ol style="list-style-type: none"> 1. The Women's Officer is responsible for representing students in the Women's Equity Group and advocating on their behalf, especially with regards to students from diverse and marginalised backgrounds. 2. The Women's Officer shall encourage diversity within the Women's Equity Group; including but not limited to, students living with a disability; students of colour; students of faith; and Aboriginal and Torres Strait Islander, international, mature-age, migrant, rural and regional, and queer students. 3. The Women's Officer will work actively to expand, advocate for, defend and preserve the rights and interests of the University's women-identifying postgraduate students. 4. The Women's Officer will endeavour to ensure that their conduct is transparent and consultative.
Key Roles	<ol style="list-style-type: none"> 1. The Women's Officer is elected autonomously by the Women's Equity Group which is comprised of women-identifying SUPRA members.

1. Overview

The following outlines the duties to be discharged by the Women's Officer and their role in the governance of the Association. The Women's Officer 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 Women's Officer is responsible for representing and advocating for the Women's Equity Group on Council.
- 2.2 The Women's Officer will ensure that the Council is aware of women-identifying issues on campus.
- 2.3 The Women's Officer must remain engaged with debates around issues affecting women-identifying people on a national and international level. However, they must prioritise those issues most relevant to the postgraduate student community of the University of Sydney.

3. Specific position duties

3.1 Women's Officer

- 3.1.1 The Women's Officer is responsible for representing the Women's Equity Group in working groups within the University.
- 3.1.2 The Women's Officer is responsible for maintaining communication with the SRC Women's Officer and the undergraduate Equity Group to enable collaboration on campaigns of relevance to the whole women-identifying student community at the University of Sydney.
- 3.1.3 The Women's Officer is responsible for maintaining communication with national student organisations that relate to their equity office.

3.2 Manager of the Women's Equity Group

- 3.2.1 The Women's Officer is responsible for keeping Council and the Equity Group informed about matters pertaining to university, government and higher education policy in relation to the women-identifying community.
- 3.2.2 The Women's Officer shall advise and consult Council to ensure that the work and policy of Council assists students in the Women's Equity Group.
- 3.2.3 The Women's Officer shall lead the postgraduate Women's Equity Group by:
 - (a) convening the Equity Group at least once every two (2) months;
 - (b) seeking to continually expand the Equity Group;
 - (c) engaging the postgraduate women-identifying community in social events;
 - (d) keeping the Women's Equity Group informed,

through meetings, social media, SUPRA publications, and other relevant means;

(e) acting as Administrator of any SUPRA online spaces that pertain to the Equity Group.

3.2.4 Where appropriate, the Women's Officer shall attend and support relevant activist groups on campus.

3.2.5 The Women's Officer shall encourage Constituents, Members, and Councillors to get involved in women-identifying rights activism.

3.3 Manager of the SUPRA Women's Budget

3.3.1 The Women's Officer has responsibility for managing the SUPRA Women's budget through building consensus decision making with the Equity Group in the planning and expenditure of the allocated budget on social, activist, and support projects.

3.4 Equity Committee

3.4.1 The Women's Officer shall attend all or as many of the meetings of the Equity Committee as is reasonable within their role.

3.4.2 It is the collective responsibility of all Equity Officers to ensure the Equity Committee is convened at every two (2) months.

3.4.4 It is the collective responsibility of all Equity Officers to facilitate effective meetings of the Equity Committee and relevant Working Groups.

3.5 Member of the Council

3.5.1 The Women's Officer must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

3.6 Women's Officer Office Handover

3.6.1 The Women's Officer is responsible for the handover process to the succeeding Women's Officer 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 Women's Officer 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 Women's Officer 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 Women's Officer 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 members of Council, including Office Bearers such as the Women's Officer, 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.
- 5.2 All members of Council, including the Women's Officer, 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.
- 5.3 When a new Women's Officer is elected, the incumbent Women's Officer will be responsible for the induction process. This will include responsibility for ensuring that the incoming Women's Officer is aware of the following:
- (a) the day-to-day administrative arrangements within SUPRA;
 - (b) how to carry out the specific duties of the Women's Officer'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 an Equity Officer elects to share the duties of their Office with a Deputy Equity Officer, through negotiation they must agree on who will be taking primary responsibility for each of the duties set out in this duty statement.
- 6.2 Equity Officers and Deputy Equity Officers who agree to share duties are required to present an annotated copy of this duty statement which clearly shows who is taking primary responsibility for each of the duties to the first Council meeting after the duties have been divided.
- 6.3 Within seven (7) days of the annotated duty statement being presented to Council for ratification, the Equity Officer and Deputy Equity Officer must provide a copy of the annotated duty statement to the President for distribution 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.