



Sydney University Postgraduate Representative Association

Duty Statement

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

1. Overview

The following outlines the duties to be discharged by the Office of the Community Engagement Officer and their role in the governance of the Association. The Community Engagement 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 Community Engagement Officer is the Community Engagement and Activities Advisor to the Council.
- 2.2 The Community Engagement Officer is the Project Manager for SUPRA Events and Activities.
- 2.3 The Community Engagement Officer is the Chairperson of the Community Engagement and Activities Committee.
- 2.4 The Community Engagement Officer is responsible for representing the views of Council.

3. Specific position duties

3.1 Community Engagement Officer

- 3.1.1 The Community Engagement Officer will perform duties as delegated by Office Bearers and Council as negotiated.
- 3.1.2 As Community Engagement and Activities Advisor to Council, the Community Engagement Officer has, jointly with the Executive, oversight of any community engagement activities of the Association.
- 3.1.3 In consultation with the President, the Community Engagement Officer is responsible for developing and maintaining relationships with relevant stakeholders, including but not limited to internal and external groups, organisations, and businesses in order to promote SUPRA and enhance the postgraduate student experience through the delivery of quality events and activities.
- 3.1.4 The Community Engagement Officer will work with the Director of Student Publications in managing the use of SUPRA social media for community engagement purposes.
- 3.1.5 Where appropriate, the Community Engagement Officer shall attend and support relevant activist groups on campus.
- 3.1.6 The Community Engagement Officer shall encourage Constituents, Members, and Councillors to get involved with postgraduate student activism.

3.2 Project Manager of Events and Activities

- 3.2.1 With support from the Vice President, and in collaboration with Council, SUPRA staff, and SUPRA volunteers, the Community Engagement Officer will co-ordinate:
 - a) SUPRA events, including but not limited to parties and balls for Welcome Week, orientation, or

graduation.

- b) SUPRA activities, including but not limited to Wine and Cheese, Free Lunch, Hiking, and sporting and fitness programs; and
- c) Council presentations at university and faculty orientation events.

3.2.2 The Community Engagement Officer will work with the President to co-ordinate the recruitment, training, and supervision of events volunteers.

3.3 Chairperson of the Community Engagement and Activities Committee

3.3.1 As the Chairperson of the Community Engagement and Activities Committee, the Community Engagement Officer will plan and run social events and activities for postgraduates.

3.3.2 The Community Engagement Officer is responsible for facilitating effective meetings of the Community Engagement and Activities Committee and relevant Working Groups.

3.3.3 The Community Engagement Officer must ensure that the Community Engagement and Activities Committee is convened at least once every two (2) months.

3.4 Member of the Council

3.4.1 The Community Engagement Officer must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

3.5 Office Bearer

3.5.1 As an ex-officio member of the Management Committee, the Community Engagement Officer contributes to the day-to-day operations of SUPRA at monthly Management Committee meetings.

3.5.2 The Community Engagement Officer 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.

3.6 Community Engagement Officer Office Handover

3.6.1 The Community Engagement Officer is responsible for the handover process to the succeeding Community Engagement 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 Community Engagement 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 Community Engagement 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 Community Engagement 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 Community Engagement 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 Community Engagement 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 Community Engagement Officer is elected, the incumbent Community Engagement Officer will be responsible for the induction process. This will include responsibility for ensuring that the incoming Community Engagement 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 Community Engagement 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 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 Office bearers 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.