



Sydney University Postgraduate Representative Association

Duty Statement

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

1. Overview

The following outlines the duties to be discharged by the Office of the Vice President and their role in the governance of the Association. The Vice 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 Vice President is the Policy Manager for the Association
- 2.2 The Vice President is the Policy Advisor to Council.
- 2.3 The Vice President is the Chairperson of the Policy Committee.
- 2.4 The Vice President is responsible for representing the views of Council.

3. Specific position duties

3.1 Vice President

- 3.1.1 As second in charge, the Vice President must support the President.
- 3.1.2 The Vice President will act as President when the President is absent or has resigned but not yet been replaced.
- 3.1.3 The Vice President will perform duties as delegated by the President and as agreed through negotiation with the President.
- 3.1.4 The Vice President is the primary organiser of the monthly wine and cheese postgraduate social events, and must ensure that all practical, logistical and promotional organisation for these events proceeds in a smooth and timely manner.
- 3.1.5 Where appropriate, the Vice President shall attend and support relevant activist groups on campus.
- 3.1.6 The Vice President shall encourage Constituents, Members, and Councillors to get involved with postgraduate student activism.

3.2 Policy Manager of the Association

- 3.2.1 As Policy Manager, the Vice President oversees the development, management, and production of submissions, internal policy and Council positions subject to the Constitution.
- 3.2.2 The Vice President has delegated authority to sign submissions, internal policy, and changes to Council positions that are to be presented to Council for ratification.
- 3.2.3 The Vice President has a responsibility, jointly with the Executive, for the overview of the SUPRA Policy Manual.

3.3 Policy Advisor to Council

- 3.3.1 As Policy Advisor, the Vice President has a responsibility to keep Council informed of matters pertaining to university, government, and higher education policy.
- 3.3.2 The Vice President shall advise and consult Council to ensure that the work of its Office Bearers is consistent with the Association's policies and plans.
- 3.3.3 The Vice President must have knowledge of the Association's structure, Constitution, and the SUPRA Policy Manual, as well as any legal framework under which the Association operates.
- 3.3.4 The Vice President must monitor the activities of all policy work done by the Association, and attend all or as many meetings as reasonable in their capacity as Vice President or Chair of the Policy Committee.
- 3.3.5 The Vice President must ensure consultative processes are followed in the formulation of Association policy. In this regard, the Vice President also has an important job to play in facilitating and contributing to policy through knowledge of University and education issues.

3.4 Chairperson of the Policy Committee

- 3.4.1 As the chairperson of the Policy Committee, the Vice President sets the overall annual policy agenda (consistent with the views of Council), helps the Council prioritise policy goals and keeps the Council on track by working within that overall framework.
- 3.4.2 The Vice President is responsible for facilitating effective meetings of the Policy Committee, and relevant Working Groups.
- 3.4.3 The Vice President must ensure the Policy Committee is convened once (1) every month.

3.5 Member of the Council

- 3.5.1 The Vice 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 Vice President is a member 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 Vice President contributes to the

day-to-day operations of SUPRA at monthly Management Committee meetings.

- 3.7.2 The Vice 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 Vice 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 Vice President Office Handover

- 3.9.1 The Vice President is responsible for the handover process to the succeeding Vice 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 Vice 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 Vice 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 Vice 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 Vice 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 Vice 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 Vice 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 Vice President is elected, the incumbent Vice President will be responsible for the induction process. This will include responsibility for ensuring that the incoming Vice 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 Vice 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 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.