



Sydney University Postgraduate Representative Association

Duty Statement

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

1. Overview

The following outlines the duties to be discharged by the Office of the Education Officer and their role in the governance of the Association. The Education 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 Education Officer is Chairperson of the Education Committee.
- 2.2 The Education Officer is Chairperson of the Community Engagement and Activities Committee.
- 2.3 The Education Officer is responsible for representing the views of Council.
- 2.4 The Education Officer must remain engaged with debates around national and international issues affecting postgraduate students. However, they must prioritise those issues most relevant to the postgraduate student community of the University of Sydney.

3. Specific position duties

3.1 Education Officer

- 3.1.1 The Education Officer is responsible for representing postgraduates in working groups within the University.
- 3.1.2 The Education Officer will perform duties as delegated by the President and Vice President as negotiated with the President and Vice President.
- 3.1.3 The Education Officer is responsible for maintaining communication with the SRC Education Officer to enable collaboration on campaigns of relevance to the whole student community at the University of Sydney.
- 3.1.4 The Education Officer shall advise and consult with Council to ensure that the work and policy of Council assists the postgraduate community.

3.2 Chairperson of the Education Committee

- 3.2.1 As the Chairperson of the Education Committee, the Education Officer will organise and run campaigns that benefit the postgraduate community of the University of Sydney.
- 3.2.2 The Education Officer is responsible for facilitating effective meetings of the Education Committee and relevant Working Groups.
- 3.2.3 The Education Officer must ensure that the Education Committee is convened at least once every (2) months.

3.3 Chairperson of the Community Engagement and Activities Committee

- 3.3.1 As the Chairperson of the Community Engagement and

Activities Committee, the Education Officer will plan and run social events for postgraduates.

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

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

3.4 Postgraduate Education Action Collective

3.4.1 The Postgraduate Education Action Collective is made up of SUPRA Members. The Education Officer is responsible for keeping Council and the Collective informed of matters pertaining to university, government, and higher education policy relevant to postgraduate students.

3.4.2 The Education Officer shall advise and consult Council to ensure that the work and policy of Council assists the students in the Postgraduate Education Action Collective.

3.4.3 The Education Officer must ensure that the Postgraduate Education Action Collective is convened at least four (4) times per year.

3.4.4 Where appropriate, the Education Officer shall attend and support relevant activist groups on campus.

3.4.5 The Education Officer shall encourage Constituents, Members, and Councillors to get involved with postgraduate student activism.

3.5 Member of the Council

3.5.1 The Education Officer 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 Education Officer 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 Education Officer contributes to the day-to-day operations of SUPRA at monthly Management Committee meetings.

3.7.2 The Education 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.

3.8 Education Officer Office Handover

3.8.1 The Education Officer is responsible for the handover process to the succeeding Education 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 Education 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 Education 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 Education 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 Executive members, including the Education Officer, 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 Education 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.

- 5.3 All members of Council, including the Education 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.
- 5.4 When a new Education Officer is elected, the incumbent Education Officer will be responsible for the induction process. This will include responsibility for ensuring that the incoming Education 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 Education 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.