



Sydney University Postgraduate Representative Association

Duty Statement

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

1. Overview

The following outlines the duties to be discharged by the Office of the Secretary and their role in the governance of the Association. The Secretary 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 Secretary is the Records Manager of the Association
- 2.2 The Secretary is responsible for representing the views of Council.

3. Specific position duties

3.1 Secretary

- 3.1.1 The Secretary is responsible for overseeing communications amongst members of Council and Executive meetings.
- 3.1.2 Where appropriate, the Secretary shall attend and support relevant activist groups on campus.
- 3.1.3 The Secretary shall encourage Constituents, Members, and Councillors to get involved with postgraduate student activism.

3.2 Minute Taker of Council and Executive Committees

- 3.2.1 The Secretary maintains the schedule of action items for the Executive as determined by actions items arising from Council and committee meetings.
- 3.2.2 The Secretary must make every effort to ensure the action items schedule is up to date and circulate it amongst the Executive and staff.
- 3.2.3 The Secretary must, as Minute-taker of Council and Executive Committees, ensure that a formal minuted record is made of those meetings.

3.3 Records Manager of the Association

- 3.3.1 The Secretary, as Records Manager, shall manage the formal records of the Association, including files and legal documentation, Council documentation, Office Bearer reports, and minutes of Meetings.
- 3.3.2 The Secretary has delegated authority to draft any formal records of the Association that are to be presented to Council for ratification.
- 3.3.3 The Secretary, jointly with the Executive and staff, must ensure all records are secured in the appropriate manner, held in proper custody, and accessed in the appropriate manner.

3.4 Member of the Council

- 3.4.1 The Secretary must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

3.5 Member of the Executive

3.5.1 The Secretary 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.

3.6 Office Bearer

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

3.6.2 The Secretary 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.

3.7 Secretary Office Handover

3.7.1 The Secretary is responsible for the handover process to the succeeding Secretary 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 Secretary 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 Secretary 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 Secretary 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 Secretary, 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 Secretary, 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 Secretary, 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 Secretary is elected, the incumbent Secretary will be responsible for the induction process. This will include responsibility for ensuring that the incoming Secretary is aware of the following:
 - (a) the day-to-day administrative arrangements within SUPRA;
 - (b) how to carry out the specific duties of the Secretary'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.