



# Sydney University Postgraduate Representative Association

## Duty Statement

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

### 1. Overview

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

## **3. Specific position duties**

### **3.1 Director of Student Publications**

- 3.1.1 The Director of Student Publications will perform duties as delegated by Office Bearers and Council as negotiated.
- 3.1.2 Where appropriate, the Director of Student Publications shall attend and support relevant activist groups on campus.
- 3.1.3 The Director of Student Publications shall encourage Constituents, Members, and Councillors to get involved with postgraduate student activism.

### **3.2 Project Manager of Publications**

- 3.2.1 In cooperation with Council and SUPRA staff, the Director of Student Publications coordinates all publications produced by the Association.
- 3.2.2 The Director of Student Publications will work with the Community Engagement Officer in managing the use of SUPRA social media for community engagement purposes.
- 3.2.3 The Director of Student Publications shall endeavour to find ways to improve the publications and media produced by SUPRA, and shall assist activists in the organisation with respect to media and publicity issues.

### **3.3 Publicity Advisor to Council**

- 3.3.1 As Publicity Advisor to Council, the Director of Student Publications has, jointly with the Executive, oversight of any outgoing multimedia of the Association.
- 3.3.2 The Director of Student Publications has responsibility for advising Council on any matter pertaining to the public relations of the Association and for making recommendations to ensure good relations.

### **3.4 Chairperson of the Publications Committee**

- 3.4.1 The Director of Student Publications is the Chair of the Publications Committee.
- 3.4.2 As the Chairperson of the Publications Committee, the Director of Student Publications sets the overall annual publications agenda (consistent with the views of Council), and assists Council to prioritise budgetary goals for publications.
- 3.4.3 The Director of Student Publications must ensure the Publications Committee is convened at least once (1) a month.
- 3.4.4 The Director of Student Publications is responsible for facilitating effective meetings of the Publication Committee and relevant Working Groups.

### **3.5 Member of the Council**

- 3.5.1 The Director of Student Publications must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.
- 3.5.2 The Director of Student Publications acts as liaison between Council and the Association's Administration and Publications staff.

### **3.6 Office Bearer**

- 3.6.1 As an ex-officio member of the Management Committee, the Director of Student Publications contributes to the day-to-day operations of SUPRA at monthly Management Committee meetings.
- 3.6.2 The Director of Student Publications 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 Director of Student Publications Office Handover**

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