



Sydney University Postgraduate Representative Association

Duty Statement

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| Position | Aboriginal and Torres Strait Islander Officer |
| Principles | <ol style="list-style-type: none"> 1. The Aboriginal and Torres Strait Islander Officer is responsible for representing students in the Aboriginal and Torres Strait Islander Equity Group and advocating on their behalf, especially with regards to students from diverse and marginalised backgrounds. 2. The Aboriginal and Torres Strait Islander Officer shall encourage diversity within the Aboriginal and Torres Strait Islander Equity Group; including but not limited to, women; students living with a disability; mature-age, rural and regional, and queer students. 3. The Aboriginal and Torres Strait Islander Officer will work actively to expand, advocate for, defend and preserve the rights and interests of the University's Aboriginal and Torres Strait Islander postgraduate students. 4. The Aboriginal and Torres Strait Islander Officer will endeavour to ensure that their conduct is transparent and consultative. |
| Key Roles | <ol style="list-style-type: none"> 1. The Aboriginal and Torres Strait Islander Officer is elected autonomously by the Aboriginal and Torres Strait Islander Equity Group which is comprised of Aboriginal and Torres Strait Islander SUPRA members. |

1. Overview

The following outlines the duties to be discharged by the Aboriginal and Torres Strait Islander Officer and their role in the governance of the Association. The Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander Officer is responsible for representing and advocating for the Aboriginal and Torres Strait Islander Equity Group on Council.
- 2.2 The Aboriginal and Torres Strait Islander Officer will ensure that the Council is aware of Aboriginal and Torres Strait issues on campus.
- 2.3 The Aboriginal and Torres Strait Islander Officer must remain engaged with debates around issues affecting indigenous peoples on a national and international level. However, they must prioritise those issues most relevant to the postgraduate student community of the University of Sydney.

3. Specific position duties

3.1 Aboriginal and Torres Strait Islander Officer

- 3.1.1 The Aboriginal and Torres Strait Islander Officer is responsible for representing the Aboriginal and Torres Strait Islander Equity Group in working groups within the University.
- 3.1.2 The Aboriginal and Torres Strait Islander Officer is responsible for maintaining communications with Mana Yura Student Support at the University of Sydney and with other groups that have common goals specific to Aboriginal and Torres Strait Islander postgraduate students.
- 3.1.3 The Aboriginal and Torres Strait Islander Officer is responsible for maintaining communication with the SRC Indigenous Officer and the undergraduate Equity Group to enable collaboration on campaigns of relevance to the whole Aboriginal and Torres Strait Islander student community at the University of Sydney.
- 3.1.4 The Aboriginal and Torres Strait Islander Officer is responsible for maintaining communication with national student organisations (such as the National Aboriginal and Torres Strait Islander Postgraduate Association) that relate to their equity office.

3.2 Manager of the Aboriginal and Torres Strait Islander Equity Group

- 3.2.1 The Aboriginal and Torres Strait Islander Officer is responsible for keeping Council and the Equity Group informed about matters pertaining to university, government and higher education policy in relation to Aboriginal and Torres Strait Islanders.
- 3.2.2 The Aboriginal and Torres Strait Islander Officer shall advise

and consult Council to ensure that the work and policy of Council assists students in the Aboriginal and Torres Strait Islander Equity Group.

3.2.3 The Aboriginal and Torres Strait Islander Officer shall lead the postgraduate Aboriginal and Torres Strait Islander Equity Group by:

- (a) convening the Equity Group at least once every two (2) months;
- (b) seeking to continually expand the Equity Group;
- (c) engaging the postgraduate Aboriginal and Torres Strait Islander community in social events;
- (d) keeping the Aboriginal and Torres Strait Islander Equity Group informed, through meetings, social media, SUPRA publications, and other relevant means;
- (e) acting as Administrator of any SUPRA online spaces that pertain to the Equity Group.

3.2.4 Where appropriate, the Aboriginal and Torres Strait Islander Officer shall attend and support relevant activist groups on campus.

3.2.5 The Aboriginal and Torres Strait Islander Officer shall encourage Constituents, Members, and Councillors to get involved in Aboriginal and Torres Strait Islander activism.

3.3 Manager of the SUPRA Aboriginal and Torres Strait Islander Budget

3.3.1 The Aboriginal and Torres Strait Islander Officer has responsibility for managing the SUPRA Aboriginal and Torres Strait Islander budget through building consensus decision making with the Equity Group in the planning and expenditure of the allocated budget on social, activist, and support projects.

3.4 Equity Committee

3.4.1 The Aboriginal and Torres Strait Islander Officer shall attend all or as many of the meetings of the Equity Committee as is reasonable within their role.

3.4.2 It is the collective responsibility of all Equity Officers to ensure the Equity Committee is convened at every two (2) months.

3.4.4 It is the collective responsibility of all Equity Officers to facilitate effective meetings of the Equity Committee and relevant Working Groups.

3.5 Member of the Council

3.5.1 The Aboriginal and Torres Strait Islander Officer must fulfil

their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

3.6 Aboriginal and Torres Strait Islander Officer Office Handover

3.6.1 The Aboriginal and Torres Strait Islander Officer is responsible for the handover process to the succeeding Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait

Islander 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 Aboriginal and Torres Strait Islander Officer is elected, the incumbent Aboriginal and Torres Strait Islander Officer will be responsible for the induction process. This will include responsibility for ensuring that the incoming Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 an Equity Officer elects to share the duties of their Office with a Deputy Equity Officer, through negotiation they must agree on who will be taking primary responsibility for each of the duties set out in this duty statement.
- 6.2 Equity Officers and Deputy Equity Officers who agree to share duties are required to present an annotated copy of this duty statement which clearly shows who is taking primary responsibility for each of the duties to the first Council meeting after the duties have been divided.
- 6.3 Within seven (7) days of the annotated duty statement being presented to Council for ratification, the Equity Officer and Deputy Equity Officer 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.