

# Role Description – Welfare Officer



## The role and responsibility of NUSA Council

The NUSA Council is responsible for governing Newcastle University Students' Association Incorporated in accordance with the NUSA Constitution and the *Association Incorporations Act 2009* (the Act).

The NUSA Council:

- drives the performance of NUSA through strategy and stewardship
- provides overall strategic guidance for NUSA
- oversees the Executive in delivering the strategic direction

As an elected NUSA Council member, your role and responsibilities covers key directors' duties including to:

- meet legal, ethical and fiduciary responsibilities
- exercise reasonable skill, care and diligence
- avoid conflicts of interest
- act in the best interest of NUSA

## The NUSA Executive

The NUSA Executive is a management committee overseeing the day-to-day running of the organisation.

In conjunction with the General Manager, the NUSA Executive:

- oversees the core functions of the NUSA Office
- is responsible for implementing most resolutions of the NUSA Council
- makes recommendations to the NUSA Council on policy and strategic items
- is overall responsible to the NUSA Council for ensuring NUSA is well managed

## Your Portfolio

In your position as Welfare Officer, you will be required to:

- chair a standing committee known as the Welfare Collective
- attend monthly University committee meetings regarding student health and wellbeing
- support and run campaigns regarding disability issues, safety on campus, student accommodation, affordable childcare and other welfare issues
- submit a written report of policy, activities, and plans of the Welfare Collective to each meeting of NUSAC
- prepare relevant articles for publication in OPUS.

## Your commitment

NUSA Executive membership is a privileged position of trust, members are required to allocate adequate time to meet their responsibilities. The time commitments are outlined below:

- 10 hours of in-office duties per week,
- NUSA Council meet 10 times per year, for 3 hours
- NUSA Executive meets at least once per month for 1 hour
- Welfare Collective meets at least once per month for 1 hour
- meetings are usually held at the Callaghan campus, Newcastle.

You would need to be available to attend these meetings either in person or via video/teleconference.

Before the Council meeting you will receive the meeting agenda and papers (approx. 100 pages) to read. Papers are provided 5 days before the meeting.

Term of office is generally one year, details are available on the NUSA Web Page.

## Benefits

- Meet an influential network of people
- Develop your professional skills, broaden your viewpoint
- Understand how organisations operate
- Gain practical governance experience that will differentiate you from your peers

This opportunity also offers support, including:

- induction, support and coaching to assist you to prepare and participate in meetings
- professional development opportunities

## Remuneration and reimbursement

In accordance with the *Remuneration and Honoraria Policy*, the Welfare Officer is entitled to remuneration of up to \$5,200 pa.

Reimbursement of personal expenses, in accordance with the *NUSA Expenditure Guidelines*.

In addition, approved professional development opportunities are reimbursed.

## Further information

Contact the NUSA Office:

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