

Role Description – Collective Convenor



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

As the peak representative body for students at UON, the NUSA Council also serves as a forum for debate and policy discussion on student issues.

The NUSA Council develops policy platforms in conjunction with its collectives on key issues to advocate on behalf of students at UON.

Your portfolio

Collective Convenors are responsible for representing and advocating for students from within their collective portfolio. Along with the internally elected Collective Executive, the Convenor is key in facilitating a Collective to be effective in its student advocacy and student engagement.

In your position as a Collective Convenor, you will be required to:

- chair the standing committee of your Collective
- attend occasional University committee meetings regarding issues within your portfolio
- organize and volunteer at events relevant to your portfolio eg Harmony Day, Pride Week etc
- support and participate in campaigns regarding student issues within your portfolio
- submit a written report of policy, activities, and plans of your Collective to each meeting of NUSAC
- prepare relevant articles for publication in OPUS (UON student media).

Your commitment

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

- Time facilitating activities within your Collective often range from 2 to 5 hours per week
- NUSA Council meet 10 times per year, for approx. 3 hours
- Education Collective meet at least once per month for 1 hour
- All Collectives meets at least once per month for approximately 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 Website.

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

This is a voluntary role and remuneration or a stipend would not normally be provided.

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:

p: +61 2 4921 6006

e: office@nusa.org.au