

# TUU State Council

## Agenda



**30 April 2015, 18:00**



## **COUNCIL AGENDA**

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### Section 1

#### **Introductory Items**

- 1.1 Acknowledgement of Country
- 1.2 Attendance, Apologies, Observers
- 1.3 Declaration of Interest
- 1.4 Items on Notice

### Section 2

- 2.1 Discussion regarding a no confidence motion passed by SRC North against Will Jefferies (Clinical School Rep)
- 2.2 Discussion around position descriptions
- 2.3 Student Media Committee

### Section 3

#### **Other Business**

- 4.1 Date of Next Meeting
- 4.2 Close of Meeting



Agenda Item 2.1  
**Presenter:** President

Tasmania University Union, Inc.  
State Council Agenda

Please see attached documents to the email the agenda was sent in to inform State Council around this issue.

Question to State Council: Whether or not State Council will ratify the no confidence motion passed by the SRC North against Will Jefferies?



Agenda Item 2.2  
**Presenter:** President

Tasmania University Union, Inc.  
State Council Agenda

## Changes to Portfolio Descriptions

*Please see attached documents regarding position description changes*

### Changes to SRC Position descriptions

(including the implementation of requirement to consult with relevant committees )

**Motion:** *State Council move that the changes to the attached position descriptions en bloc.*  
*Moved: Heidi La Paglia*

#### **Environment Officer**

---see pd for changes

#### **Women's Officer**

(see pd for changes)

#### **Activities Officer**

--see pd for changes

#### **International Officer**

-see pd for changes

#### **TUU Medical Precinct Representative (South)**

-see pd for changes

#### **Fine Arts Representative (South)**

-see pd for changes

#### **Conservatorium Representative (South)**

-see pd for changes

### sports and societies president pre-requisites

**Motion:** State Council approve the prerequisites detailed in the attached position descriptions for the Sports Council President and the Societies Council President

Moved: Heidi La Paglia

#### **Sports Council President**

-see pd

**Societies Council President**

-see pd

student media and communications committee

***Motion:*** *That State Council implements a Student Media and Communications Committee as per the attached document*

*Moved: Heidi La Paglia*

## Tasmania University Union Inc. Student Representative Position Description

<b>Department / Section:</b>	<b>Student Representative Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Southern Environmental Officer</b>
<b>Date:</b>	<b>May 2015</b>

### 1. Position summary

The Environmental Officer monitors the practices of the University of Tasmania, and the Tasmania University Union and its affiliated Clubs and Societies, to ensure that these organisations operate in an environmentally responsible and sustainable manner. The Environmental Officer should also promote environmental awareness among students at the University of Tasmania.

The Environmental Officer may also instigate projects beyond their portfolio, subject to their individual interest and wider Council approval.

### 2. Generic Responsibilities

- 2.1. Shall attend all meetings of the Southern Student Representative Council
- 2.2. Shall submit monthly reports to the Southern Student Representative Council
- 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- 2.5. Shall be available to southern University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- 2.6. Shall endeavor to assist other office bearers when called upon
- 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- 2.9. Other duties as required by the Southern Campus President, Southern Student Representative Council, and the State Student Representative Council

### 3. Portfolio Specific Responsibilities

- 3.1. Shall be familiar with the current environmental and sustainability issues at the University of Tasmania, and generally.

3.2. Shall be available to southern University of Tasmania students to discuss environmental and sustainability issues and bring these issues to the attention of the Tasmania University Union

3.3. Shall undertake a minimum of one student consultation process during the term of office

3.4. Shall consult with the TUU Environment collective where relevant

3.5. Shall undertake events and campaigns around a range of contemporary environmental and sustainability issues

## **4. Supervision and Support**

### **4.1. Supervision**

High level autonomy is required of the position, under the general direction of the Southern Student Representative Council and State Student Representative Council (in increasing order of authority).

If the relevant councils deem that the Officer is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Officer's honorarium to be reduced, or for the incumbent to be removed from the position.

### **4.2. Support Staff**

Tasmania University Union support staff

## **5. Position Relationships**

The incumbent must be able to relate effectively with the following:

- . - Statewide President
- . - State Student Representative Council members
- . - Campus President
- . - Southern Representative Council
- . - Tasmania University Union Staff
- . - University of Tasmania Staff
- . - University of Tasmania students
- . - General public
- .

## **6. Eligibility**

- . The candidate shall be a current student at the University of Tasmania in the region in which they are seeking election, and remain a student for the duration of their term.
- . An interest in higher education and student issues would be advantageous. An interest in environmental issues would be advantageous.

**Tasmania University Union Inc.  
Student Representative Position Description**

<b>Department / Section:</b>	<b>State Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Societies President</b>
<b>Date:</b>	<b>May 2015</b>

### **1. Position Summary**

Societies are an important element of campus culture at the University of Tasmania. The Societies President works with the Regional Societies Councils and the Societies Council Executive to develop policies relating to the functioning of affiliated societies on southern campuses, deal with issues affecting societies, and promote the activities of societies.

The Societies President may also instigate projects beyond their portfolio, subject to their individual interest and wider Council approval.

### **2. Generic Responsibilities**

- 2.1. Shall attend all meetings of the State Student Representative Council
- 2.2. Shall submit monthly reports to the State Student Representative Council
- 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- 2.5. Shall be available to University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- 2.6. Shall endeavor to assist other office bearers when called upon
- 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- 2.9. Other duties as required by the State Student Representative Council

### **3. Portfolio Specific Responsibilities**

- 3.1. Shall chair monthly meetings of the Societies Councils.
- 3.2. Shall chair all meetings of the Societies Council Executive Committees.
- 3.3. Shall take responsibility for the administration and funding of all affiliated societies.



- 3.4. Shall liaise with individual societies, as required, to solve issues as they arise.
- 3.5. Shall coordinate events that promote and/or involve societies on campuses - including Clubs and Societies Day (Week 1, Semester 1, in conjunction with Sports Council President), Inter-Club and Society Sports Days, Societies' Awards, and more.

#### **4. Supervision and Support**

##### **4.1. Supervision**

High level autonomy is required of the position, under the general direction of the Societies Council, and State Student Representative Council (in increasing order of authority).

If the relevant councils deem that the Societies President is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Societies President's honorarium to be reduced, or for the incumbent to be removed from the position.

##### **4.2. Support Staff**

Tasmania University Union support staff, particularly the Clubs and Societies Officer.

#### **5. Position Relationships**

The incumbent must be able to relate effectively with the following:

- Statewide President
- State Student Representative Council members
- Campus President
- Southern Representative Council
- Northern Representative Council
- Cradle Coast Representative Council
- Tasmania University Union Staff
- University of Tasmania Staff
- University of Tasmania students
- General public

#### **6. Eligibility**

The candidate shall be a current student at the University of Tasmania in the region in which they are seeking election, and remain a student for the duration of their term.

The incumbent is required to have been a committee member of a TUU affiliated society during their time at the University of Tasmania

The incumbent must not be a member of any TUU affiliated society while holding the position of Societies President

An interest in higher education and student issues would be advantageous.

**Tasmania University Union Inc.  
Student Representative Position Description**

<b>Department / Section:</b>	<b>State Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Sports President</b>
<b>Date:</b>	<b>30<sup>th</sup> November 2012</b>

### **1. Position Summary**

Sports Clubs are an important element of campus culture at the University of Tasmania. The Sports President works with the Sports Councils and the Sports Council Executive to develop policies relating to the functioning of affiliated clubs on southern campuses, deal with issues affecting clubs, and promote the activities of clubs.

The Societies President may also instigate projects beyond their portfolio, subject to individual interest and wider Council approval.

### **2. Generic Responsibilities**

- 2.1. Shall attend all meetings of the State Student Representative Council
- 2.2. Shall submit monthly reports to the State Student Representative Council
- 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- 2.5. Shall be available to University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- 2.6. Shall endeavor to assist other office bearers when called upon
- 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- 2.9. Other duties as required by the State Council

### **3. Portfolio Specific Responsibilities**

- 3.1. Shall chair monthly meetings of the Regional Sports Councils.
- 3.2. Shall chair all meetings of the Regional Sports Council Executive Committees.
- 3.3. Shall take responsibility for the administration and funding of all affiliated clubs.
- 3.4. Shall liaise with individual clubs, as required, to solve issues as they arise.

- 3.5. Shall coordinate events that promote and/or involve clubs on campus - including Clubs and Societies Day (Week 1, Semester 1, in conjunction with Societies Council President), Inter-Club and Society Sports Days, Blues' Awards, and more.

#### **4. Supervision and Support**

##### **4.1. Supervision**

High level autonomy is required of the position, under the general direction of the State Student Representative Council.

If the relevant councils deem that the Sports President is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Sport President's honorarium to be reduced, or for the incumbent to be removed from the position.

##### **4.2. Support Staff**

Tasmania University Union support staff, particularly the Clubs and Societies Officer.

#### **5. Position Relationships**

The incumbent must be able to relate effectively with the following:

- Statewide President
- State Student Representative Council members
- Campus President
- Regional Representative Councils
- Tasmania University Union Staff
- University of Tasmania Staff
- University of Tasmania students
- General public

#### **6. Eligibility**

The candidate shall be a current student at the University of Tasmania in the region in which they are seeking election, and remain a student for the duration of their term.

The incumbent must be formally endorsed by a sports club executive prior to nominating for Sports Council President

An interest in higher education and student issues would be advantageous.

**Tasmania University Union Inc.  
Student Representative Position Description**

<b>Department / Section:</b>	<b>Student Representative Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Art School Representative</b>
<b>Date:</b>	

### **1. Position Summary**

The Art School Representative represents the interests of students at the Tasmanian School of Art at Hunter Street. They should make their student population aware of the Tasmania University Union and its activities, opportunities and services.

Creating a strong campus community and culture at the Tasmanian School of Art, and creating stronger links between all University of Tasmania campuses should be a particular focus for the Art School Representative.

The Art School Representative may also instigate projects beyond their portfolio, subject to their individual interest and wider Council approval.

### **2. Generic Responsibilities**

- 2.1. Shall attend all meetings of the Southern Student Representative Council
- 2.2. Shall submit monthly reports to the Southern Student Representative Council
- 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- 2.5. Shall be available to southern University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- 2.6. Shall endeavor to assist other office bearers when called upon
- 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- 2.9. Other duties as required by the Southern Campus President, Southern Student Representative Council, and the State Student Representative Council

### **3. Portfolio Specific Responsibilities**

- 3.1. Shall be familiar with student welfare issues at the University of Tasmania, and in Australia generally.

- 3.2. Shall be available to students at the Tasmanian School of Art to discuss any issues affecting them, and bring these to the attention of the Tasmania University Union.
- 3.3. Shall undertake events and campaigns at the Tasmanian School of Arts, to encourage an independent campus community and culture, as well as promoting integration with the wider student body.
- 3.4. Shall assist in the administration of the Entrepot Gallery
- 3.5. May convene a subcommittee of students at that campus to assist with activities, representation and other duties as required.
- 3.6. Shall consult with affiliated student societies at the Hunter Street Fine Arts school, such as the Fine Arts Society about matters relevant to the campus
- ~~3.7. The Art School Representative is also expected to run the annual Loui's Ball in conjunction with the Conservatorium Representative.~~

#### **4. Supervision and Support**

##### **4.1. Supervision**

High level autonomy is required of the position, under the general direction of the Southern Student Representative Council and State Student Representative Council (in increasing order of authority).

If the relevant councils deem that the Representative is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Representative's honorarium to be reduced, or for the incumbent to be removed from the position.

##### **4.2. Support Staff**

Tasmania University Union support staff

#### **5. Position Relationships**

The incumbent must be able to relate effectively with the following:

- Statewide President
- State Student Representative Council members
- Campus President
- Southern Representative Council
- Tasmania University Union Staff
- University of Tasmania Staff
- University of Tasmania students
- General public

#### **6. Eligibility**

The candidate shall be a current student at the University of Tasmania Art School, and remain a student for the duration of their term.

An interest in higher education and student issues would be advantageous.

**Tasmania University Union Inc.  
Student Representative Position Description**

<b>Department / Section:</b>	<b>Student Representative Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Conservatorium of Music Representative</b>
<b>Date:</b>	

**1. Position Summary**

The Conservatorium of Music Representative represents the interests of students at the Conservatorium of Music in the Hobart CBD. They should make their student population aware of the Tasmania University Union and its activities, opportunities and services.

Creating a strong campus community and culture at the Conservatorium of Music, and creating stronger links between all University of Tasmania campuses should be a particular focus for the Conservatorium of Music Representative.

The Conservatorium of Music Representative may also instigate projects beyond their portfolio, subject to individual interest and wider Council approval.

**2. Generic Responsibilities**

- 2.1. Shall attend all meetings of the Southern Student Representative Council
- 2.2. Shall submit monthly reports to the Southern Student Representative Council
- 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- 2.5. Shall be available to southern University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- 2.6. Shall endeavor to assist other office bearers when called upon
- 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- 2.9. Other duties as required by the Southern Campus President, Southern Student Representative Council, and the State Student Representative Council

**3. Portfolio Specific Responsibilities**

- 3.1. Shall be familiar with student welfare issues at the University of Tasmania, and in Australia generally.



- 3.2. Shall be available to students at the Conservatorium of Music to discuss any issues affecting them, and bring these to the attention of the Tasmania University Union.
- 3.3. Shall undertake events and campaigns at the Conservatorium of Music, to encourage an independent campus community and culture, as well as promoting integration with the wider student body.
- 3.4. May convene a subcommittee of students at that campus to assist with activities, representation and other duties as required.
- 3.5. Shall consult with affiliated student societies at the UTas Conservatorium, about matters relevant to their campus
- 3.6. Shall consult with affiliated student societies at the UTas Conservatorium, about initiatives organised under the TUU Conservatorium Representative Portfolio
- ~~3.7. The Conservatorium of Music Representative is also expected to run the annual Loui's Ball, in conjunction with the Art School Representative.~~

#### **4. Supervision and Support**

##### **4.1. Supervision**

High level autonomy is required of the position, under the general direction of the Southern Student Representative Council and State Student Representative Council (in increasing order of authority).

If the relevant councils deem that the Representative is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Representative's honorarium to be reduced, or for the incumbent to be removed from the position.

##### **4.2. Support Staff**

Tasmania University Union support staff

#### **5. Position Relationships**

The incumbent must be able to relate effectively with the following:

- Statewide President
- State Student Representative Council members
- Campus President
- Southern Representative Council
- Tasmania University Union Staff
- University of Tasmania Staff
- University of Tasmania students
- General public

#### **6. Eligibility**

The candidate shall be a current student at the University of Tasmania Conservatorium of Music, and remain a student for the duration of their term.

An interest in higher education and student issues would be advantageous.

**Tasmania University Union Inc.  
Student Representative Position Description**

<b>Department / Section:</b>	<b>Student Representative Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Southern International Students Officer</b>
<b>Date:</b>	<b>May 2015</b>

**1. Position Summary**

The International Students' Officer works to ensure that the University of Tasmania and the Tasmania University Union meet the general welfare and education needs of international students. This may involve running social activities, information sessions, and multicultural events.

The International Students' Officer may also instigate projects beyond their portfolio, subject to their individual interest and wider Council approval.

**2. Generic Responsibilities**

- 2.1. Shall attend all meetings of the Southern Student Representative Council
- 2.2. Shall submit monthly reports to the Southern Student Representative Council
- 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- 2.5. Shall be available to southern University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- 2.6. Shall endeavor to assist other office bearers when called upon
- 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- 2.9. Other duties as required by the Southern Campus President, Southern Student Representative Council, and the State Student Representative Council

**3. Portfolio Specific Responsibilities**

- 3.1. Shall be familiar with the current international student issues at the University of Tasmania, and in the Australian higher education system generally.
- 3.2. Shall chair monthly meetings of the Tasmania University Union International Students' Committee (as per ATTACHMENT A)

- 3.3. Shall be available to southern University of Tasmania international students to discuss issues and bring these issues to the attention of the Tasmania University Union.
- 3.4. Shall undertake events and campaigns to support the continuous development of the international student community at the University of Tasmania, and to encourage their integration with the wider student body; such as the annual International Night.

#### **4. Supervision and Support**

##### **4.1. Supervision**

High level autonomy is required of the position, under the general direction of the Southern Student Representative Council and State Student Representative Council (in increasing order of authority).

If the relevant councils deem that the Officer is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Officer's honorarium to be reduced, or for the incumbent to be removed from the position.

##### **4.2. Support Staff**

Tasmania University Union support staff

#### **5. Position Relationships**

The incumbent must be able to relate effectively with the following:

- Statewide President
- State Student Representative Council members
- Campus President
- Southern Representative Council
- Tasmania University Union Staff
- University of Tasmania Staff
- University of Tasmania students
- General public
- International Student Advisors

#### **6. Eligibility**

The candidate shall be an international student (Full-Fee Paying Overseas Student) at the University of Tasmania in the region in which they are seeking election, and remain a student for the duration of their term.

An interest in higher education and international student issues would be advantageous.

**ATTACHMENT A**

## TUU International Students Committee

**Definition:** Collective for International Students to network with and liaise with and raise concerns and views to TUU International Students Officer/s (ISO/s) and TUU International Students Department

### **MEMBERS**

**CHAIR:** TUU International Students Officer/s(ISO) or Elected President (decided by collective at the AGM)

**EXECUTIVE** (Vice President, Secretary, Treasurer): To be appointed by collective at the AGM (must be international students)

**EX-OFFICIO MEMBERS:** International Society Presidents (i.e. Malaysian Society (MSA and MSS), Chinese Students and Scholars Association, Indian Society, Korean Society, Indonesian Society, Japanese Society, Pakistani Society (including TUPS), Saudi Society and Singaporean Students Society)

**OTHER MEMBERS:** Voluntary

\*Member list is subject to affiliation/re-affiliation

### **The Chairperson of the TUU International Students Collective shall:**

- o Be the TUU ISO/s or report to the TUU ISO/s\*If the TUU ISO is not, then he/she must sit in on the collectives meetings at least once per semester
- o Convene with the committee at least once per month during the semesters
- o Present a report and/or minutes from the committee meetings to the SRC (Role of the TUU ISO)
- o Hold the AGM in week 13 of second semester, or in the first 3 weeks of first semester
- o Ensure there is a sign up sheet for the Collectives at the TUU societies day, which is to be held annually
- o Document all students that sign up to the Collective in the TUU International Students Collective Google Document, and ensure all members are emailed meeting dates and minutes

### **The purpose of consultation between the ISO/s and the International Students Committee is to effectively:**

- o Raise awareness of International Students views and concerns at the University of Tasmania to the TUU and the University

- o Allow International students to contribute to and/or participate in initiatives, campaigns and events run by the TUU International Students Department
- o Provide a networking opportunity for International Students at the University of Tasmania

**Sunset Clause:** Principle and guidelines should be visited and reviewed at the AGMs

**Tasmania University Union Inc.  
Student Representative Position Description**

<b>Department / Section:</b>	<b>Student Representative Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Medical Science Precinct Representative</b>
<b>Date:</b>	

**1. Position Summary**

The Medical Science Precinct Representative represents the interests of students at the Medical Science Precinct in the Hobart CBD, incorporating Medicine, Medical Research, Nursing, Paramedic and other related groups. They should make their student population aware of the Tasmania University Union and its activities, opportunities and services.

Creating a strong campus community and culture at the Medical Science Precinct, and creating stronger links between all University of Tasmania campuses should be a particular focus for the Medical Science Precinct Representative.

The Medical Science Precinct Representative may also instigate projects beyond their portfolio, subject to their individual interest and wider Council approval.

**2. Generic Responsibilities**

- 2.1. Shall attend all meetings of the Southern Student Representative Council
- 2.2. Shall submit monthly reports to the Southern Student Representative Council
- 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- 2.5. Shall be available to southern University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- 2.6. Shall endeavor to assist other office bearers when called upon
- 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- 2.9. Other duties as required by the Southern Campus President, Southern Student Representative Council, and the State Student Representative Council

**3. Portfolio Specific Responsibilities**

- 3.1. Shall be familiar with student welfare issues at the University of Tasmania, and in Australia generally.
- 3.2. Shall be available to students at the Medical Science Precinct to discuss any issues affecting them, and bring these to the attention of the Tasmania University Union.
- 3.3. Shall undertake events and campaigns at the Medical Science Precinct, to encourage an independent campus community and culture, as well as promoting integration with the wider student body.
- 3.4. May convene a subcommittee of students at that campus to assist with activities, representation and other duties as required.
- 3.5. Shall consult with affiliated Health Science student societies, such as the Tasmanian University Medicine Society (TUMS), the Nursing and Midwifery Society (NAMS) and the Paramedics Society about issues relevant to their faculty
- 3.6. Shall consult with affiliated Health Science student societies, including the Tasmanian University Medicine Society (TUMS), the Nursing and Midwifery Society (NAMS) and the Paramedics Society about initiatives organised under the TUU Medical Science Precinct Representative Portfolio

#### **4. Supervision and Support**

##### **4.1. Supervision**

High level autonomy is required of the position, under the general direction of the Southern Student Representative Council and State Student Representative Council (in increasing order of authority).

If the relevant councils deem that the Representative is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Representative's honorarium to be reduced, or for the incumbent to be removed from the position.

##### **4.2. Support Staff**

Tasmania University Union support staff

#### **5. Position Relationships**

The incumbent must be able to relate effectively with the following:

- Statewide President
- State Student Representative Council members
- Campus President
- Southern Representative Council
- Tasmania University Union Staff
- University of Tasmania Staff
- University of Tasmania students
- General public



## **6. Eligibility**

The candidate shall be a current student at the University of Tasmania Medical Science Precinct, and remain a student for the duration of their term.

An interest in higher education and student issues would be advantageous.

**Tasmania University Union Inc.  
Student Representative Position Description**

<b>Department / Section:</b>	<b>Student Representative Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Southern Women's Officer</b>
<b>Date:</b>	

**1. Position Summary**

The Women's Officer is responsible for raising welfare issues pertaining to women at the University of Tasmania. The Women's Officer works with the Welfare Officer and the Queer Officer. Maintaining and improving crisis services is an important aspect of this role; however, preventative projects are the main concern of the Women's Officer. The Tasmania University Union takes a proactive, holistic approach to welfare, encompassing projects involving emotional, mental, physical and financial wellbeing.

The Women's Officer may also instigate projects beyond the welfare portfolio, subject to their individual interest and wider Council approval.

**2. Generic Responsibilities**

- 2.1. Shall attend all meetings of the Southern Student Representative Council
- 2.2. Shall submit monthly reports to the Southern Student Representative Council
- 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- 2.5. Shall be available to southern University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- 2.6. Shall endeavor to assist other office bearers when called upon
- 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- 2.9. Other duties as required by the Southern Campus President, Southern Student Representative Council, and the State Student Representative Council

**3. Portfolio Specific Responsibilities**

- 3.1. Shall be familiar with women's issues at the University of Tasmania, and in Australia generally.

- 3.2. Shall liaise with other regional officers, on issues affecting University of Tasmania female students across multiple regions.
- 3.3. Shall be available to southern University of Tasmania student's to discuss women's issues and bring these issues to the attention of the Tasmania University Union council.
- 3.4. Shall undertake a minimum of one student consultation process during the term of office
- 3.5. Shall endeavor to ensure there is an active Women's Collective at the University of Tasmania (refer to ATTACHMENT A)
- 3.6. Shall liaise with the Women's Collective approximately once per month
- 3.7. Shall refer women to an appropriate staff member or service where a serious issue arises
- 3.8. Shall undertake events and campaigns to raise awareness of contemporary women's issues and support women at the University of Tasmania
- 3.9. Shall endeavor to attend the annual Network of Women Students Australia (NOWSA) Conference and organise funds for other women students to attend
- 1.1. Shall maintain and promote the Women's Room.

## **2. Supervision and Support**

### **2.1. Supervision**

High level autonomy is required of the position, under the general direction of the Southern Student Representative Council and State Student Representative Council (in increasing order of authority).

If the relevant councils deem that the Officer is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Officer's honorarium to be reduced, or for the incumbent to be removed from the position.

### **2.2. Support Staff**

Tasmania University Union support staff

## **3. Position Relationships**

The incumbent must be able to relate effectively with the following:

- Statewide President
- State Student Representative Council members
- Campus President
- Southern Representative Council
- Tasmania University Union Staff
- University of Tasmania Staff
- University of Tasmania students
- National Union of Students Women's Officer/s
- General public

## **4. Eligibility**

The incumbent must sign a Statutory Declaration confirming that they identify as a woman **at the time of nomination.**

The candidate shall be a current student at the University of Tasmania in the region in which they are seeking election, and remain a student for the duration of their term.

An interest in higher education and student issues would be advantageous.

## **ATTACHMENT A**

### TUU Women's Collective

Definition: Autonomous Collective for Women Identifying Students and allies to  
Network with and Liaise with the TUU Women's Department

#### MEMBERS

CHAIR: TUU Women's Officer/s or Elected President (decided by collective)

Executive (Vice, President, Secretary, Treasurer): To be appointed by collective at the  
Annual general meeting with at least a week notice for EOI's

\*All members of the Women's Collective Executive must identify as women.

#### OTHER MEMBERS: Voluntary

The Chairperson of the TUU Women's Collective shall:

- o Be the TUU Women's Officer/s or report to the TUU Women's Officer/s \*If the TUU Women's Officer/s is not the chair, they must sit in on the collective meetings at least once per semester.
- o Convene with the committee approximately once per month.
- o Present a report and / or minutes from the committee meetings to the S.R.C. (Role of the TUU Women's Officer/s)
- o Hold an Annual General Meeting(AGM) in week 13 of second semester, or in the first 3 weeks of first semester
- o Ensure there is a sign up sheet for the collective at the TUU societies day, held annually.
- o Document all students that sign up to the Committee in the TUU Women's Collective Google Document, and ensure all members are emailed meeting dates and minutes.

The Purpose of Women's Officer Consultation with the Women's Collective is to be able to effectively:

- o Raise awareness of Women's views concerns at the University of Tasmania to the TUU, and the University.
- o Allow women identifying students to contribute to and / or participate in initiatives, campaigns and events run by the TUU Women's Department
- o Provide a networking opportunity for Women at the University of Tasmania

Sunset Clause: Principle and guidelines to be visited and reviewed at the AGM.

# Tasmania University Union Inc. Student Representative Position Description

## Department / Section: Student Representative Council

<b>Department / Section:</b>	<b>Student Representative Council</b>
<b>Position Title:</b>	<b>Tasmania University Union Southern Activities Officer</b>
<b>Date:</b>	<b>May 2015</b>

### 1. Position Summary

The Activities Officer is responsible for the continuous development of a vibrant and entertaining campus culture, catering to the preferences of all students. The Activities Officer may organise concerts, competitions, short courses, social gatherings, and more. The Activities Officer needs to be highly motivated; able to organise themselves, others and events.

The Activities Officer may also instigate projects beyond their portfolio, subject to their individual interest and wider Council approval.

### 2. Generic Responsibilities

- . 2.1. Shall attend all meetings of the Southern Student Representative Council
- . 2.2. Shall submit monthly reports to the Southern Student Representative Council
- . 2.3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally
- . 2.4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions
- . 2.5. Shall be available to southern University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union
- . 2.6. Shall endeavor to assist other office bearers when called upon
- . 2.7. Shall be familiar with all Tasmania University Union Policies, to be subject to all those policies, and propose new policies where appropriate
- . 2.8. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
- . 2.9. Other duties as required by the Southern Campus President, Southern Student Representative Council, and the State Student Representative Council

### 3. Portfolio Specific Responsibilities

- . 3.1. Shall be available to southern University of Tasmania students to discuss event ideas and improvements to campus culture.
- . 3.2. Shall undertake a range of activities and events across all southern campuses throughout the year,

- . 3.3. The 'O Week's of each of the main semesters are a major responsibility of the Activities Officer.
- . 3.4. Shall aim to involve the TUU Volunteer network in TUU Initiatives (refer to ATTACHMENT A)s

#### 4. Supervision and Support

##### 4.1. Supervision

High level autonomy is required of the position, under the general direction of the Southern Student Representative Council and State Student Representative Council (in increasing order of authority).

If the relevant councils deem that the Officer is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Officer's honorarium to be reduced, or for the incumbent to be removed from the position.

##### 4.2. Support Staff

Tasmania University Union support staff

##### 5. Position Relationships

The incumbent must be able to relate effectively with the following:

- . - Statewide President
  - . - State Student Representative Council members
  - . - Campus President
  - . - Southern Representative Council
  - . - Tasmania University Union Staff
  - . - University of Tasmania Staff
  - . - University of Tasmania students
  - . - General public
6. Eligibility The candidate shall be a current student at the University of Tasmania in the region in which they are seeking election, and remain a student for the duration of their term. An interest in higher education and student issues would be advantageous. An interest in events management would be advantageous.

### **ATTACHMENT A** TUU Volunteer Network

**Definition:** Network for students studying at the University of Tasmania to participate in and contribute to TUU run initiatives.

MEMBERS:

CHAIR/s

EXECUTIVE / CHAIRS :TUU State President , TUU Campus President (South, North, Cradle Coast), TUU Activities Officer/s

EX-OFFICIO MEMBERS: All TUU Representatives

OTHER MEMBERS: Voluntary

TUU Volunteer Network Guidelines:

- Only TUU Elected representatives may contact members of the network via official channels
- The Volunteer Network/s will be contacted regarding official TUU events / initiatives
- The network will be used for the purpose of gaining student input into TUU decisions and recruiting volunteers for events and campaigns
- Members may be contacted via Email, the official Facebook group or bulk text
- Only members who have volunteered for the network will be contacted via the details they have provided.
- All sign ups to the volunteer collective must be documented in the TUU Volunteer Network Google document.

**Sunset Clause:** Principle and guidelines should be visited and reviewed by the TUU State Council annually.





Agenda Item 2.3  
**Presenter:** President

Tasmania University Union, Inc.  
State Council Agenda

## **5. TUU STUDENT MEDIA COMMITTEE**

**CONVENOR:** TUU Statewide President

**SECRETARY:** TUU General Secretary

### **EX-OFFICIO MEMBERS:**

Togatus Chief Editor, or delegated Representative

Representative from Edge Radio

TUU Postgraduate President, or Postgraduate Council Secretary

TUU Campus President, or Regional Secretary (South)

TUU Campus President, or Regional Secretary (North)

TUU Campus President, or Regional Secretary (Cradle Coast)

TUU Sydney Representative

TUU Sports Council President Secretary

TUU Societies Council President, or Secretary

TUU Development Officer

TUU Marketing and Communications Officer

### **OTHER MEMBERS:**

TUU Elected Representatives

TUU Staff

Any employee of the TUU or TUU representative may be invited to a meeting with the TUU Student Media Committee when it is relevant for them to do so.

### ***The Convener/s of TUU Student Media Committee shall:***

- 1.** Be the TUU Statewide President and / or the Publications and Communications Committee
- 2.** Convene the committee at least every two months or earlier at its discretion.
- 3.** Inform the committee of TUU initiatives and developments that are of concern to the committee and / or the broader student body
- 4.** Have control over decisions about matters that should be broadcasted by the TUU, but NOT by independent student media
- 5.** Chair an Annual General Meeting of the TUU Student Media Committee once per calendar year.

***The Secretary of the TUU Student Media Committee Shall***

1. Call meetings with the TUU student Media committee when required
2. Inform all Members of the TUU Student media committee of the meeting time and place at least 7 days before the meeting, except for in a situation which calls for an urgent meeting
3. Make meeting times with the TUU Student Media Committee publicly known to all staff and elected representatives of the TUU
4. Invite a member of the TUU who is not an ex-officio member of the TUU Student Media committee to join the committee meeting when a matter arises that is relevant to their portfolio

***All Members of the TUU Student Media Committee who are TUU Secretaries Shall:***

1. Inform the committee of TUU initiatives being coordinated by their respective council that are of concern to the committee and / or the broader student body
2. Communicate developments discussed at TUU Council meetings, with the exception of 'in-camera' discussions.
3. Provide a report from meetings of the Publications and Communications Committee to their respective TUU Councils

***The role of the TUU Student Media Committee is to:***

1. Collect and disseminate information about TUU and University Matters that are relevant to students in a timely manner
2. Maintain coherent and transparent communication between TUU Councils and the wider student body
3. Provide a clear communication avenue between TUU Councils and Independent student media representatives
4. Discuss and implement strategies to effectively disseminate information to students on relevant University and TUU Matters
5. Oversee and work on TUU media publications including, but not limited to:
  - a. The TUU Website
  - b. The TUU Phone Application
  - c. The TUU Counter Course Guide
  - d. The TUU Student Diary
  - e. The TUU Newspaper
6. Discuss TUU Media Policy and make suggestions to the TUU President to be discussed by State Council when necessary

***The TUU Student Media Committee Shall Liaise with:***

1. TUU State Council
2. The TUU Student Representative Councils
3. The TUU Postgraduate Council
4. Staff employed by the Tasmanian University Union
5. The TUU Board of Management
6. *Togatus*, and any other independent student media at the University of Tasmania
7. Edge Radio
8. The National Union of Students (NUS)
9. Council of International Students Australia (CISA)

***The TUU Student Media Committee Shall NOT:***

1. Act as a representative of the TUU to external bodies without approval from the TUU President
2. Meet in absence of the TUU President, unless approved by the TUU President
3. Meet in the absence of a representative of independent student representative, that is *Togatus* and / or *Edge Radio*
4. Dictate the content published by independent student media, that is *Togatus* and *Edge Radio*
5. Dictate the media presence of the TUU President
6. Dictate the direction of the TUU
7. Make TUU policy

**Sunset Clause:** Principles and Guidelines should be visited and reviewed at the AGM