



POSITION DESCRIPTION

Position Title:	Societies President
Department:	State Council
Reporting to:	
Classification /Salary:	\$10,000 plus super
Date:	24 July 2019

Organisation Description

The TUU is jointly governed by Student Representative Council (SRC) and the Board of Management (BoM). The BoM oversees the basic operations of the TUU, controls its operating activities, is responsible for employing relevant staff, controls the budgets of the union, and acts as the highest point of review for the entire Union, including the SRC. The SRC focuses more on the everyday aspects of student like, particularly educational and welfare advocacy and hosting various events and activities. The TUU provides a wide range of services to students. These services currently include:

- Providing student representation, protecting student rights, and participating in university governance.
- Offering independent student advocates
- Hosting events and concerts.
- Facilitating the operation of the TUU-affiliated student clubs and societies.
- Publishing student-produced media, such as the TUU student magazine, Togatus.

Position Summary

Societies are an important element of campus culture at the University of Tasmania. The Societies President works with the Societies Council and the Societies Council Executive to develop policies relating to the functioning of affiliated societies statewide, to deal with issues affecting societies, and to promote the activities of societies. The Societies President may also instigate projects beyond their portfolio, subject to their individual interest and wider Council approval.

Generic Accountabilities

Generic accountabilities

1. Shall attend all meetings of the State Council.
2. Shall submit reports to the State Council.
3. Shall be familiar with the current issues affecting students at the University of Tasmania, and



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in the higher education sector generally

4. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
5. Shall endeavor to assist other Societies Council office bearers when called upon.
6. Shall actively engage with relevant TUU & UTAS initiatives to ensure the student needs are being considered and reflected and also to enable them to act as collaborators and change advocates (where they deem appropriate)
7. Shall contribute to the effectiveness of the State Council by working with TUU and student representatives to deliver on the purpose of the TUU
8. Shall participate in the development & delivery of the TUU Strategic Plan.
9. Shall monitor performance against State Council & TUU Strategic Goals and initiatives and take corrective action as required
10. Other duties as required by the respective Student Representative Council, the Statewide Council, and the Executive Officer.

Generic accountabilities – every TUU member

1. Ensure a safe and hazard free workplace environment by reporting any workplace health and safety hazards, and complying with TUU/University workplace health and safety standards at all times
2. Make sound time management judgement in relation to prioritising work and meeting deadlines.
3. Shall be familiar with all TUU & UTAS Policies, to be subject to those policies, and propose new TUU policies where appropriate.
4. Shall build own capability and experience actively participating in development and delivery of Personal Performance & Development Planning Activities

Specific Accountabilities

1. Shall chair all meetings of the TUU Societies Council Executive Committees.
2. Shall chair monthly meetings of the TUU Societies Councils.
3. 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 other such events.
4. Shall liaise with individual societies and the TUU Sports and Societies Officer, as required, to provide support to societies and resolve issues as they arise.

Supervision and Support

Supervision

High level autonomy is required of the position, under the general direction of the Societies Council, and State Council. 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



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given, call for the Societies President's honorarium to be reduced, or for the incumbent to be removed from the position.

KPIs

- Attendance at 75% of required meetings;
- Submission of monthly report to State Council;
- Attendance at One on One Meeting with State President & Executive Officer every month;
- Completion of handover report for successor.

Success profile

To be developed.

Role Dimensions

This Position Manages:	TBC
Expenditure Authority:	TBC
Expense Budget:	TBC
Revenue Budget:	NA
Assets Under Control	NA

Time Commitment

The expected time commitment for this role is an average of 10 hours a week over a 42 week period and may require after-hours work to attend functions, attend meetings and to complete work.

Relationships

Key Relationships Internal:

State President
State Council members
TUU Societies Council and Societies Council Executive
Tasmania University Union Staff

Key Relationships External:

University of Tasmania Staff
University of Tasmania students
General public

Other Requirements

The incumbent shall be a currently enrolled student at the University of Tasmania, and remain a currently enrolled student for the duration of their term. A currently enrolled student is defined under Clause 4.3.1 of the University of Tasmania's Rule 6 Admission, Assessment and Student Progress.

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

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