



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) VICE PRESIDENT DUTY STATEMENT

Preamble:

The following duties shall be discharged by the Office of the Vice President and their conduct in the governance of the Association. The Vice President has the right to delegate any tasks to other Council Members, however, if the tasks include paid hours, a written agreement must be submitted to the Finance Manager. In no way shall any of these duties be interpreted to contravene the Constitution or SUPRA Regulations.

01: DEFINITIONS

- 01.01: 1) The Council is defined by the SUPRA Constitution.
- 01.01: 2) An Officer is defined by the SUPRA Constitution.
- 01.01: 3) Executive Office Bearers are defined by the SUPRA Constitution.
- 01.01: 4) The Vice President is a member of the Executive elected by Council.
- 01.01: 5) The Vice President is the second in charge and advisor to the President.

02: PRINCIPLES

- 01.01: 6) The Vice President is responsible for representing postgraduate students and advocating on their behalf, especially with regards to students from diverse and marginalised backgrounds.
- 02.01: 1) The Vice President will endeavour to ensure that their conduct is transparent and consultative.

03: RESPONSIBILITIES

- 01.01: 7) The Vice President is the Policy Manager for the Association.

01.01: 8) The Vice President is the Policy Advisor to Council.

03.01: 1) The Vice President is the Chairperson of the Policy Committee.

03.01: 2) The Vice President is responsible for representing the views of Council.

04: DUTIES

04.01: Vice President

04.01: 1) As second in charge, the Vice President must support the President.

04.01: 2) The Vice President will act as the default acting President when the President is absent or must resign without replacement.

04.01: 3) The Vice President will perform duties as delegated by the President within reasonable negotiation with the President if necessary.

04.01: 4) The Vice President is the primary organiser of the monthly wine and cheese postgraduate social events, and must ensure that all practical, logistical and promotional organising goes ahead in a smooth and timely manner.

04.01: 5) Where appropriate, the Vice President shall attend and support relevant activist groups on campus.

04.01: 6) The Vice President shall encourage constituents and Councillors to get involved with postgraduate student activism.

04.02: Policy Manager of the Association

04.02: 1) As Policy Manager, the Vice President oversees the development, management, and production of submissions, internal policy, and Council positions.

04.02: 2) The Vice President has delegated authority to sign off on any submissions, Council positions and draft regulations that are to go before Council for ratification.

04.02: 3) The Vice President has a responsibility, jointly with the Executive, for the overview of existing internal and external policy.

04.03: Policy Advisor to Council

04.03: 1) As Policy Advisor, the Vice President has a responsibility to keep Council informed of matters pertaining to university, government, and higher education policy.

04.03: 2) The Vice President shall advise and consult Council to ensure that the work of its Officers is consistent with the Association's policies and plans.

04.03: 3) The Vice President must have knowledge of the Association's structure, Constitution, Standing Orders, Regulations and other policy, as well as any legal framework that the Association operates under.

04.03: 4) The Vice President must monitor the activities of all policy work done by the Association, and attend all or as many meetings as reasonable in their capacity as Vice-President or Chair of the Policy Committee.

04.03: 5) The Vice President must ensure consultative processes are followed in the formulation of Association policy. In this regard, the Vice-President also has an

important job to play in facilitating and contributing to policy through knowledge of University and education issues.

04.04: Chairperson of the Policy Committee

- 04.04: 1) As the Chairperson of Policy Committee, the Vice President sets the overall annual policy agenda (consistent with the views of Council), helps the Council prioritise policy goals and keeps the Council on track by working within that overall framework.
- 04.04: 2) The Vice President also has a role to facilitate effective meetings of the Policy Committee, and this capacity of Chairperson extends to all meetings of this Subcommittee and relevant Working Parties.
- 04.04: 3) The Vice President must ensure that the Policy Committee is convened at least once (1) every month.

04.05: Member of the Council

- 01.01: 1) The Vice President must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

04.06: Member of the Executive

- 01.01: 9) The Vice President is a member of the Executive, which is part of the collective leadership for Council, ensuring oversight over the Association's democratic institution and the Association's administration.

04.07: Office Bearer

- 01.01: 10) As an Officer, the Vice President contributes to the day-to-day operations of SUPRA at monthly Management Committee meetings.
- 01.01: 11) The Vice President should seek to build a good relationship with Staff and other Office Bearers, and act, along with other Office Bearers, as a liaison between Staff and the Council.

04.08: Vice President Office Handover

- 01.01: 2) The Vice President is responsible for the handover process to the succeeding Vice President including providing written guidelines, materials and discussion time, to ensure the smooth handover of roles and duties into the new Council term.

05: REPORTING

- 05.01: 1) The Vice President must ensure that a thorough written report of tasks undertaken is presented at Council every month. The report must include details about the following:
- 1.a) meetings attended, including an overview of any matters discussed of importance to postgraduate students;
 - 1.b) important items of correspondence;
 - 1.c) any press releases produced;
 - 1.d) major actions being undertaken;
 - 1.e) campaigns initiated/progress of ongoing campaigns;

- 1.f) lobbying being undertaken by the Vice President on behalf of the Association;
 - 1.g) a progress report on the previous month's work plan;
 - 1.h) other representative activities; and
 - 1.i) number of hours worked in the previous month.
- 05.01: 2) As an Office Bearer, the Vice President must ensure that a thorough annual report of their activities in office is duly submitted to the Annual General Meeting.

06: INDUCTION

- 06.01: 1) All Executive, including the Vice President, are required to attend a compulsory Executive Induction, sign a form stating that they have completed this training, and return the signed form to the Secretary by August's meeting of Council, or the first meeting of Council after their appointment.
- 06.01: 2) All members of Council, including office holders such as the Vice President, 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.
- 06.01: 3) All members of Council, including the Vice President, must sign a disclaimer stating they understand the risks and responsibilities of working in an unincorporated association within a month of their appointment. They must return this form to the Secretary before the first meeting of Council.
- 06.01: 4) When a new Vice President is elected, the incumbent Vice President will be responsible for the induction process. This will include responsibility for ensuring that the incoming Officer is aware of the following:
- 4.a) the day-to-day administrative arrangements within SUPRA;
 - 4.b) how to carry out the specific duties of the Vice President's role;
 - 4.c) policies and sections of the constitution which pertain to Officers;
 - 4.d) the role of staff within the organisation;
 - 4.e) the progress of ongoing campaigns, lobbying or activities; and
 - 4.f) any operational or strategic plans set by Council.