



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) EDUCATION OFFICER DUTY STATEMENT

Preamble:

The following duties shall be discharged by the Education Officer and their conduct in the governance of the Association. The Education Officer 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 Education Officer is a member of the Executive elected by Council.
- 01.01: 5) The Postgraduate Action Collective is made up of SUPRA Members.

02: PRINCIPLES

- 02.01: 1) The Education Officer is responsible for representing postgraduate students and advocating on their behalf, especially with regards to students from diverse and marginalised backgrounds.
- 02.01: 2) The Education Officer will work activity to expand, advocate for, defend and preserve the rights and interests of the University's postgraduate students.
- 02.01: 3) The Education Officer will endeavour to ensure that their conduct is transparent and consultative.

03: RESPONSIBILITIES

- 03.01: 1) The Education Officer is Chairperson of the Education Committee.
- 03.01: 2) The Education Officer is Chairperson of the Community Engagement and Activities Committee.
- 03.01: 3) The Education Officer is responsible for representing the views of Council.
- 03.01: 4) The Education Officer must remain engaged with debates around national and international issues affecting postgraduate students, however their constituency are University of Sydney postgraduate students and as such should divide their time and energies in line with this.

04: DUTIES

04.01: Education Officer

- 04.01: 1) The Education Officer is responsible for representing postgraduates in working groups within the University.
- 04.01: 2) The Education Officer will perform duties as delegated by the President and Vice President within reasonable negotiation with the President and Vice President if necessary.
- 04.01: 3) The Education Officer is responsible for maintaining communication with the SRC Education Officer to collaborate on campaigns with common goals specific to students at the University of Sydney.
- 04.01: 4) The Education Officer shall advise and consult Council to ensure that the work and policy of Council assists the postgraduate community.

04.02: Chairperson of the Education Committee

- 04.02: 1) As the Chairperson of Education Committee, the Education Officer will organise and run campaigns that benefit the postgraduate community of the University of Sydney.
- 04.02: 2) The Education Officer also has a role to facilitate effective meetings of the Education Committee, and this capacity of Chairperson extends to all meetings of this Subcommittee and relevant Working Parties.
- 04.02: 3) The Education Officer must ensure that the Education Committee is convened at least once every (2) months.

04.03: Chairperson of the Community Engagement and Activities Committee

- 04.03: 1) As the Chairperson of Community Engagement and Activities Committee, the Education Officer will plan and run social events for postgraduates.
- 04.03: 2) The Education Officer also has a role to facilitate effective meetings of the Community Engagement and Activities Committee, and this capacity of Chairperson extends to all meetings of this Subcommittee and relevant Working Parties.
- 04.03: 3) The Education Officer must ensure that the Community Engagement and Activities Committee is convened at least once every (2) months.

04.04: Postgraduate Education Action Collective

- 04.04: 1) The Education Officer is responsible to keep Council and the collective informed of matters pertaining to university, government and higher education policy in relation to postgraduate student community.
- 04.04: 2) The Education Officer shall advise and consult Council to ensure that the work and policy of Council assists the students in the Postgraduate Education Action Collective.
- 04.04: 3) The Education Officer must ensure that the Postgraduate Education Action Collective is convened at least four (4) times per year.
- 04.04: 4) Where appropriate, the Education Officer shall attend and support relevant activist groups on campus.
- 04.04: 5) The Education Officer shall encourage constituents and Councillors to get involved with postgraduate student activism.

04.05: Member of the Council

- 04.05: 1) The Education Officer must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

01.01: Member of the Executive

- 01.01: 1) The Education Officer 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.

01.02: Office Bearer

- 01.01: 2) As an Officer, the Education Officer contributes to the day-to-day operations of SUPRA at monthly management committee meetings
- 01.01: 3) The Education Officer 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.

01.03: Education Officer Handover

- 04.05: 2) The Education Officer is responsible for the handover process to the succeeding Education Officer 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 Education Officer 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 Education Officer 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 Education Officer 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 Education Officer, 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 Education Officer, 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 Education Officer, 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 Education Officer is elected, the incumbent Education Officer 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 Education Officer'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.