



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) SECRETARY DUTY STATEMENT

Preamble:

The following duties shall be discharged by the Office of Secretary and their conduct in the governance of the Association. The Secretary 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 Secretary is a member of the Executive elected by Council.
- 01.01: 5) The Secretary is the Minute-taker of Council and Executive Committees.

02: PRINCIPLES

- 02.01: 1) The Secretary 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 Secretary will endeavour to ensure that their conduct is transparent and consultative.

03: RESPONSIBILITIES

- 03.01: 1) The Secretary is the Records Manager of the Association.

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

04: DUTIES

04.01: Secretary

- 04.01: 1) The Secretary is responsible for overseeing communications amongst members of these meetings.
- 04.01: 2) Where appropriate, the Secretary shall attend and support relevant activist groups on campus.
- 04.01: 3) The Secretary shall encourage constituents and Councillors to get involved with postgraduate student activism.

04.02: Minute-Taker of Council and Executive Committees

- 04.02: 1) The Secretary maintains the action schedule for the executive as set from the actions arising at Council and committee meetings.
- 04.02: 2) The Secretary must make every effort to ensure the action schedule is up to date and circulate it amongst the Executive and Staff.
- 04.02: 3) The Secretary must, as Minute-taker of Council and Executive Committees, make a formal minuted record of those meetings.
- 04.02: 4) The secretary maintains the action schedule for the Executive as set from the actions arising at Council and committee meetings. They must make every effort to ensure it is up to date and circulate it amongst the executive and Staff.

04.03: Records Manager of the Association

- 04.03: 1) The Secretary, as Records Manager, shall manage the formal records of the Association, including files and legal documentation, Council documentation, Officer reports, and minutes of meetings.
- 04.03: 2) The Secretary has delegated authority to draft any formal records of the Association that are to go before Council for ratification.
- 04.03: 3) The Secretary, jointly with the Executive and Staff, must ensure all records are secured in the appropriate manner, held in proper custody, and accessed in the appropriate manner.

01.01: Member of the Council

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

01.02: Member of the Executive

- 01.01: 1) The Secretary 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.

01.03: Office Bearer

- 01.01: 2) As an Officer, the Secretary contributes to the day-to-day operations of SUPRA at monthly Management Committee meetings.

01.01: 3) The Secretary 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 Council.

01.04: Secretary Office Handover

01.01: 2) The Secretary is responsible for the handover process to the succeeding Secretary 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 Secretary 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 Secretary 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 Secretary 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 Secretary, are required to attend a compulsory Executive Induction and sign a form stating that they have completed this training. The Secretary is responsible for keeping these forms signed by newly inducted Executives, including their own, in line with their duties as Records Manager.

06.01: 2) All members of Council, including office holders such as the Secretary, are required to attend a compulsory Council Induction and sign a form stating that they have completed the training. The Secretary is responsible for keeping these forms signed by newly inducted Councillors, including their own, in line with their duties as Records Manager.

06.01: 3) All members of Council, including the Secretary, must sign a disclaimer stating they understand the risks and responsibilities of working in an unincorporated association within a month of their appointment. The Secretary is responsible for keeping these forms signed by newly inducted Councillors, including their own, in line with their duties as Records Manager.

- 06.01: 4) When a new Secretary is elected, the incumbent Secretary 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 Secretary'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.