



# **THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) DIRECTOR OF STUDENT PUBLICATIONS DUTY STATEMENT**

## **Preamble:**

The following duties shall be discharged by the Office of the Director of Student Publications and their conduct in the governance of the Association. The Director of Student Publications 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) The Director of Student Publications is elected by Council.

## **02: PRINCIPLES**

- 02.01: 1) The Director of Student Publications 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 Director of Student Publications will endeavour to ensure that their conduct is transparent and consultative.

## **03: RESPONSIBILITIES**

- 03.01: 1) The Director of Student Publications is the Project Manager of the Publications of the Association.

- 03.01: 2) The Director of Student Publications is the Publicity Advisor to Council.
- 03.01: 3) The Director of Student Publications is the Chairperson of the Publications Committee.
- 03.01: 4) The Director of Student Publications is the Project Manager of the Publications of the Association, the Publicity Advisor to Council, and the Chair of the Publications Committee.
- 03.01: 5) The Director of Student Publication is responsible for representing the views of Council.

## 04: DUTIES

### 04.01: Director of Student Publications

- 04.01: 1) The Director of Student Publications will perform duties as delegated by the Office Bearers and Council with reasonable negotiation with the Office Bearers if necessary.
- 04.01: 2) Where appropriate, the Director of Student Publications shall attend and support relevant activist groups on campus.
- 04.01: 3) The Director of Student Publications shall encourage constituents and Councillors to get involved with postgraduate student activism.

### 04.02: Project Manager of Publications

- 04.02: 1) The Director of Student Publications coordinates, in cooperation with Council and SUPRA's staff, all publications produced by the organisation. These include but are not limited to: the Postgraduate Survival Guide, the Thesis Guide, the SUPRA Calendar, and SUPRA pages in Honi Soit.
- 04.02: 2) The Director of Student Publications should also endeavour to find additional ways to improve the publications and media produced by SUPRA, and should assist activists in the organisation – particularly with respect to media and publicity issues.

### 04.03: Publicity Advisor to Council

- 04.03: 1) As Publicity Advisor to Council, the Director of Student Publications has, jointly with the Executive, oversight of any relevant outgoing multimedia of the Association.
- 04.03: 2) The Director of Student Publications has the responsibility for advising Council on any matter pertaining to public relations of the Association and offer recommendations to ensure good relations.

### 04.04: Chairperson of the Publications Committee

- 04.04: 1) The Director of Student Publications is the Chair of the Publications Committee.
- 04.04: 2) As the Chairperson of Publications Committee, the Director of Student Publications sets the overall annual publications agenda (consistent with the views of Council), helps the Council prioritise budgetary goals and keeps the Council on track by working within that overall framework.

04.04: 3) The Director of Student Publications is the convener of the Publications Committee, which must meet monthly, and this capacity of Chairperson extends to all meetings of this Subcommittee and relevant Working Parties.

#### **04.05: Member of Council**

04.05: 1) As a member of Council, the Director of Student Publications attends monthly Council meetings and brings publications related business to these meetings for discussion. The Director of Student Publications should also contribute to broader strategic and policy discussions.

04.05: 2) Part of this duty involves acting as a liaison between the Administration and Publications staff and Council.

#### **04.06: Office Bearer**

04.06: 1) As an ex-officio member of Management Committee, the Director of Student Publications contributes to the day-to-day operations of SUPRA at monthly Management Committee meetings.

04.06: 2) The Director of Student Publications 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.

#### **01.01: Director of Student Publications Office Handover**

01.01: 1) The Director of Student Publications is responsible for the handover process to the succeeding Director of Student Publications 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 Director of Student Publications 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 Director of Student Publications 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 Director of Student Publications 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 members of Council, including office holders such as the Director of Student Publications, 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: 2) All members of Council, including the Director of Student Publications, 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: 3) When a new Director of Student Publications is elected, the incumbent Director of Student Publications will be responsible for the induction process. This will include responsibility for ensuring that the incoming Officer is aware of the following:
- 3.a) the day-to-day administrative arrangements within SUPRA;
  - 3.b) how to carry out the specific duties of the Director of Student Publications;
  - 3.c) policies and sections of the constitution which pertain to Officers;
  - 3.d) the role of staff within the organisation;
  - 3.e) the progress of ongoing campaigns, lobbying or activities; and
  - 3.f) any operational or strategic plans set by Council.