



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) ABORIGINAL AND TORRES STRAIT ISLANDER OFFICER DUTY STATEMENT

Preamble:

The following duties shall be discharged by the Aboriginal and Torres Strait Islander Officer and their conduct in the governance of the Association. In no way shall any of these duties be interpreted to contravene the Constitution or SUPRA Regulations. The Aboriginal and Torres Strait Islander 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 stipulating the proposed delegation of hours.

01: DEFINITIONS

- 01.01: 1) The Aboriginal and Torres Strait Islander Collective is made up of Aboriginal and Torres Strait Islander members of SUPRA.
- 01.01: 2) The Aboriginal and Torres Strait Islander Officer is the Equity Officer elected autonomously by the Aboriginal and Torres Strait Islander Collective.

02: PRINCIPLES

- 02.01: 1) The Aboriginal and Torres Strait Islander Officer is responsible for representing and advocating for people in the Aboriginal and Torres Strait Islander Collective, especially people from diverse and marginalised backgrounds.
- 02.01: 2) The Aboriginal and Torres Strait Islander Officer shall encourage diversity of the Aboriginal and Torres Strait Islander Collective including but not limited to: mature-age people, people living with a disability, women, rural and regional and queer

students.

02.01: 3) The Aboriginal and Torres Strait Islander Officer will work actively to expand, advocate for, defend and preserve the rights of the Aboriginal and Torres Strait Islander Collective.

02.01: 4) The Aboriginal and Torres Strait Islander Officer will endeavour to ensure that their conduct is transparent and consultative.

03: RESPONSIBILITIES

01.01: 1) The Aboriginal and Torres Strait Islander Officer is responsible for representing and advocating for the Aboriginal and Torres Strait Islander Collective on Council.

01.01: 2) The Aboriginal and Torres Strait Islander Officer will ensure that the Council is aware of Aboriginal and Torres Strait issues on campus.

01.01: 3) The Aboriginal and Torres Strait Islander Officer will remain engaged with debate around Aboriginal and Torres Strait Islander issues on a national level, however their constituency are University of Sydney postgraduate students and as such they should divide their time and energies in line with this.

04: DUTIES

04.01: Aboriginal and Torres Strait Islander Officer

04.01: 1) The Aboriginal and Torres Strait Islander Officer is responsible for representing the Aboriginal and Torres Strait Islander Collective in working groups within the University.

04.01: 2) The Aboriginal and Torres Strait Islander Officer is responsible for maintaining communication with Mana Yura Student Support at the University of Sydney and other groups that have common goals specific to Aboriginal and Torres Strait Islander postgraduate students.

04.01: 3) The Aboriginal and Torres Strait Islander Officer is responsible for maintaining communication with the the SRC undergraduate Indigenous Officer and undergraduate collective to collaborate on campaigns with common goals specific to Aboriginal and Torres Strait Islander students on campus.

04.01: 4) The Aboriginal and Torres Strait Islander Officer is responsible for maintaining communication with national student organisations (such as the National Aboriginal and Torres Strait Islander Postgraduate Association) that relate to their equity office.

04.02: Manager of the Aboriginal and Torres Strait Islander Collective

04.02: 1) The Aboriginal and Torres Strait Islander Officer is responsible for keeping Council and the collective informed on matters pertaining to University, government and higher education policy in relation to Aboriginal and Torres Strait Islander communities.

04.02: 2) Aboriginal and Torres Strait Islander Officer shall advise and consult Council to ensure that the work and policy of Council assists students in the Aboriginal and Torres Strait Islander Collective.

- 04.02: 3) The Aboriginal and Torres Strait Islander Officer shall lead the postgraduate Aboriginal and Torres Strait Islander Collective by:
- 3.a) convening the collective at least once every (2) months;
 - 3.b) seek to continually expand collective;
 - 3.c) engaging the postgraduate Aboriginal and Torres Strait Islander community in social events; and
 - 3.d) keeping the Aboriginal and Torres Strait Islander Collective up to date, through meetings, social media, eGrad, publications and other relevant means.
 - 3.e) Administrator of any SUPRA online spaces that pertain to the equity group.
- 04.02: 4) Where appropriate, the Aboriginal and Torres Strait Islander Officer shall attend and support relevant activist groups on campus.
- 04.02: 5) The Aboriginal and Torres Strait Islander Officer shall encourage constituents and Councillors to get involved with Aboriginal and Torres Strait Islander activism.

04.03: Manager of the SUPRA Aboriginal and Torres Strait Islander Budget

- 04.03: 1) The Aboriginal and Torres Strait Islander Officer must manage the SUPRA Aboriginal and Torres Strait Islander budget, by building consensus decision-making within the Aboriginal and Torres Strait Islander Collective in the planning and spending of the budget on social, activist and support projects.

04.04: Equity Committee

- 04.04: 1) The Aboriginal and Torres Strait Islander Officer shall attend all or as many Equity Meetings as reasonable in their capacity.
- 04.04: 2) It is the collective responsibility of the Equities Officers to ensure that the Equity Committee is convened every two (2) months.

04.05: Member of the Council

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

04.06: Aboriginal and Torres Strait Islander Officer Handover

- 04.06: 1) The Aboriginal and Torres Strait Islander Officer is responsible for the handover process to the succeeding Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 Aboriginal and Torres Strait Islander 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 members of Council, including office holders such as the Aboriginal and Torres Strait Islander 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: 2) All members of Council, including the Aboriginal and Torres Strait Islander 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: 3) When a new Aboriginal and Torres Strait Islander Officer is elected, the incumbent Aboriginal and Torres Strait Islander Officer 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 Aboriginal and Torres Strait Islander Officer's role;
- 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.