



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) WOMEN'S OFFICER DUTY STATEMENT

Preamble:

The following duties shall be discharged by the Women's 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 Women's 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 Women's Collective is made up of members of SUPRA who identify as women.
- 01.01: 2) The Women's Officer is the Equity Officer elected autonomously by the Women's Collective.

02: PRINCIPLES

- 02.01: 1) The Women's Officer is responsible for representing and advocating for people in the Women's Collective, especially people from diverse and marginalised backgrounds.
- 02.01: 2) The Women's Officer shall encourage diversity of the Women's Collective including but not limited to: Aboriginal and Torres Strait Islander people, people living with a disability, people of colour, people of faith, migrants, international students, mature-age, rural and regional and queer students.
- 02.01: 3) The Women's Officer will work actively to expand, advocate for, defend and preserve the rights of the Women's Collective.

02.01: 4) The Women's Officer will endeavour to ensure that their conduct is transparent and consultative.

03: RESPONSIBILITIES

03.01: 1) The Women's Officer is responsible for representing and advocating for the Women's Collective on Council.

03.01: 2) The Women's Officer will ensure that the Council is aware of women's issues on campus.

03.01: 3) The Women's Officer will remain engaged with debates around women's issues on a national and international level, 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: Women's Officer

04.01: 1) The Women's Officer is responsible to represent the Women's Collective in working groups within the University.

04.01: 2) The Women's Officer is responsible for maintaining communication with the SRC undergraduate Women's Officer and undergraduate collective to collaborate on campaigns with common goals specific to women students on campus.

04.01: 3) The Women's Officer is responsible for maintaining communication with national student organisations that relate to their equity office.

04.02: Manager of the Postgraduate Women's Collective

04.02: 1) The Women's Officer is responsible to keep Council and the collective informed of matters pertaining to University, government and higher education policy in relation to the women's community.

04.02: 2) The Women's Officer shall advise and consult Council to ensure that the work and policy of Council assists student in the Women's Collective

04.02: 3) The Women's Officer shall lead the Postgraduate Women's Collective by:

- 3.a) convening the collective at least once every two (2) months;
- 3.b) seek to continually expand collective;
- 3.c) engaging the postgraduate women's community in social events; and
- 3.d) keeping the Women's 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 Women's Officer shall attend and support relevant activist groups on campus.

04.02: 5) The Women's Officer shall encourage constituents and Councillors to get involved with women's rights activism.

04.03: Manager of the SUPRA Women's Budget

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

04.04: Equity Committee

04.04: 1) The Women's 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 Women's Officer must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

04.06: Women's Officer Handover

04.06: 1) The Women's Officer is responsible for the handover process to the succeeding Women 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 Women's 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 import 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 Women's 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 Women's 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 Women's 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 Women's 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 Women's Officer is elected, the incumbent Women's 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 Women's 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.