



# THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) INTERNATIONAL STUDENT OFFICER DUTY STATEMENT

## Preamble:

The following duties shall be discharged by the International Student 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 International Student 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 International Student Collective is made up of members of SUPRA that are international students.
- 01.01: 2) The International Student Officer is the Equity Officer elected autonomously by the International Student Collective.

## 02: PRINCIPLES

- 02.01: 1) The International Student Officer is responsible for representing and advocating for people in the International Student Collective, especially people from diverse and marginalised backgrounds.
- 02.01: 2) The International Student Officer shall encourage diversity of the International Student Collective including but not limited to: students living with a disability, people of colour, people of faith, mature-age, women identifying, and queer

students.

02.01: 3) The International Student Officer will work actively to expand, advocate for, defend and preserve the rights of the University's international postgraduate students.

02.01: 4) The International Student Officer will endeavour to ensure that their conduct is transparent and consultative.

## 03: RESPONSIBILITIES

03.01: 1) The International Student Officer is responsible for representing and advocating for the International Collective on Council.

03.01: 2) The International Student Officer will ensure that the Council is aware of international student issues on campus.

03.01: 3) The International Student Officer will remain engaged with debates around international student 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: International Student Officer

04.01: 1) The International Student Officer is responsible for representing the International Student Collective in working groups within the University.

04.01: 2) The International Student Officer is responsible for maintaining communication with International Student Support at the University of Sydney and other groups that have common goals specific to international postgraduate students.

04.01: 3) The International Student Officer is responsible for maintaining communication with the SRC undergraduate International Officer and undergraduate collective to collaborate on campaigns with common goals specific to international students on campus.

04.01: 4) The International Student Officer is responsible for maintaining communication with national student organisations (such as the Council of International Students Australia) that relate to their equity office.

### 04.02: International Student Collective

04.02: 1) The International Student Officer is responsible to keep Council and the collective informed of matters pertaining to University, government and higher education policy in relation to the international student community.

04.02: 2) The International Student Officer shall advise and consult Council to ensure that the work and policy of Council assists students in the International Student Collective.

04.02: 3) The International Student Officer shall lead the postgraduate International Student 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 international student community in social events; and
  - 3.d) keeping the International Student Collective up to date, through meetings, social media, eGrad, publications and other relevant means.
- 1.a) Administrator of any SUPRA online spaces that pertain to the equity group.
- 04.02: 4) Where appropriate, the International Student Officer shall attend and support relevant activist groups on campus.
- 04.02: 5) The International Student Officer shall encourage constituents and Councillors to get involved with international student rights activism.

**04.03:      **Manager of the SUPRA International Student Budget****

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

**04.04:      **Equity Committee****

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

**04.06:      **International Student Officer Handover****

- 04.06: 1) The International Student Officer is responsible for the handover process to the succeeding International Student 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 International Student 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 International Student 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 International Student 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 International Student 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 International Student 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 International Student Officer is elected, the incumbent International Student 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 International Student 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.