



Student Representative

Position Description

Position environment

USASA is a non-profit student-owned organisation that seeks to provide a diverse and exciting on campus experience for the students of UniSA. USASA is run by the students of UniSA and is supported by non- student employed staff responsible to the USASA Board. The USASA Board comprises 14 student representatives who are elected annually by students of UniSA. USASA is an incorporated organisation that operates across various campuses. USASA aims to support UniSA students in their pursuit of the following:

- Voice - enabling students to have a say in the University's decisions that affect students
- Advice - providing free advice and confidential advocacy to students on a range of academic issues.
- Play - supporting a variety of social events and activities.

As a non-profit organisation all income is invested into giving students the best experience possible during their studies.

Purpose of Position

The management and conduct of the business and affairs of USASA are the responsibility of the Board. The Board consists of:

- The President
- One representative for each campus (Magill, Mawson Lakes, City West, City East, Whyalla and Mt Gambier)
- One additional representative being an undergraduate for each metropolitan campus (City West, City East, Mawson Lakes and Magill)
- One Post-Graduate Student Representative
- One International Student Representative
- One Aboriginal & Torres Strait Island Student Representative
- The General Manager, USASA – ex officio
- Two Advisers: a practising solicitor and a practising accountant – both ex officio.

The Board as a whole is responsible for exercising fiduciary care by:

- Ensuring that the business of the organisation is carried out legally and in accordance with its constitution and articles of association
- Preparing an annual business plan, budget and an audited financial statement and presenting it for approval at the annual meeting
- Regularly monitoring expenditure against the budget
- Regularly monitoring risk
- Taking out appropriate insurance to ensure that the organisation's property and members are protected and that public liabilities are covered. Because Board members are legally responsible for the proper operation of the organisation, they should be insured against their own liability

Position Environment / Major Challenges

UniSA is the largest university in South Australia with over 35,000 students and 2,700 staff across four campus, including two regional sites.

In 2013, USASA underwent significant reform that resulted in a new professional service delivery model. This new model is supported by the realignment of administrative arrangements and a new professional staff organisational structure within USASA that directly supports these revised activities.

Future challenges will encompass the ongoing monitoring, review and assessment of the service delivery model to ensure USASA maintains a strong customer service and continuous improvement culture, and to ensure this model continues to support the achievement of the organisation's strategic priorities.

Key stakeholders

Key stakeholders include the USASA President, USASA Board, students, professional staff within USASA, external student representative bodies, government, University Council and the Learning and Teaching Unit of the University of SA.

Key relationships include:

- UniSA students
- General Manager USASA

- Deputy Director: Student Experience and other members of the Student Experience team
- Senior managers i.e. DVC:A PVCs, Facilities Management Unit (FMU), Finance Unit, Student & Academic Services (SAS) etc.
- Campus based central unit staff i.e. Campus Central Team Leaders, Learning & Teaching Unit staff i.e. counsellors, Campus Support Officers etc.
- National Union of Students
- Council of Australian Postgraduate Associations
- Council of International Students Australia
- Relevant Government authorities and other high education representative bodies

Roles and Responsibilities of being a Student Representative

Being selected as a member of the USASA Board is a significant achievement.

The USASA Board is the peak decision making committee at USASA and is responsible for the governance and management of the organisation. The management of the organisation involves making decisions about how USASA will operate in order to achieve its goals, carry out its roles and comply with the USASA constitution and other relevant rules and regulations.

President is the overall leader of the Board and is responsible for making sure that all aspects of a meeting run smoothly in accordance with agreed meeting procedures and the role and function of the organisation.

While the USASA board is not responsible for carrying out the day to day management of the organisation, it is responsible for monitoring the work of the General Manager and others who carry out work for USASA.

As the leadership group, the Board is responsible for ensuring that the organisation carries out the purposes for which it was established. This includes:

- Ensuring that the organisation complies with its constitution and bylaws, such as those regarding the calling and holding of meetings
- Acting in the best interest of the organisation
- Exercising care, skill and diligence in carrying out the role of being a Board member
- Ensuring that the organisation maintains its sense of purpose and direction

- Meeting with, and hearing reports from, the General Manager and other paid staff regarding the business of the organisation.

Specific responsibilities

- Participate in the development and implementation of strategies for gathering input and feedback from current UniSA students in relation to their student experience
- Provide feedback on various aspects of the university and the student experience both to the university and to the student body
- Liaise with students, academic and professional staff in relation to the planning or implementation of student-based activities
- Take an active role in planning and decision making for UniSA and USASA
- Ensure students are informed about issues within the higher education sector
- Attend relevant committee, working group or board meetings as required
- Participate in student representative training
- Initiate and maintain liaison with the University and its representatives in order to promote USASA and its activities
- Comply with University policies and guidelines, including the Code of Conduct for Students
- Review the performance of the General Manager
- Review the Risk Management Policy
- Provide a detailed handover to the incoming representative

Special requirements

Some out of hours meeting attendance will be required.

Person specification

- Commitment to the USASA Mission.
- Good communication skills. (e.g. with staff, students, public speaking, presenting ideas)
- A sense of responsibility.
- High level of motivation.
- Sound organisational skills.
- Cooperation and teamwork skills.

Eligibility

As per section 5.3 of the USASA Constitution, board members must comply with the following criteria:

- Must be an Ordinary member of USASA and onshore UniSA student
- Campus Representative must be enrolled at a Campus as their Home Campus to be eligible for election as Campus Representative of that Campus
- Postgraduate Student Representative must be a “Postgraduate Student” as defined in Section 2 of the Constitution
- International Student Representative must be an “International Student” as defined in Section 2 of the Constitution.
- Aboriginal & Torres Strait Islander Student Representative must identify as an Australian Aboriginal and/or a Torres Strait Islander as defined in Section 2 of the Constitution.

Term of position

As per section 5.5 of the USASA constitution, the term of office of all Representatives is from the 1st January following the election for their office and will end on the 31st December one year later, unless removed from office prior as per Section 5.8 of the USASA Constitution.

Remuneration

\$3,000 per annum.

Performance measures

- USASA board members must comply with the USASA Board Code of Conduct Policy.
- Adhere to the USASA Constitution
- Board meeting attendance
- UniSA student and staff feedback and complaints are received and documented
- Decisions are documented and supported
- Support the Key Performance Indicators of USASA Inc
- Take part in sub-committees of USASA Inc as required
- Take active steps to meet with and understand the issues of importance to students

To achieve the performance outlined ordinary Board members will be expected to dedicate at least 10 hours of time to student representative matters (approximately 360 hours in total per annum distributed as agreed with the President). For example, 10 hours per week during Study Periods 2 and 5 (36 weeks) will achieve 360 hours per year.

- Preparing for meetings
- Attending meetings
- Staffing USASA Inc 'counters' on campus
- Meeting with and discussing matters with students on campus
- Attending seminars or conferences with a student representative theme
- Attending information sessions or meetings about the university
- Attending student representative related activities and events (eg club activities and event, USASA Inc activities and events)
- Undertaking work related to student representative activity (eg researching issues)