



USASA President

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 12 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 representative.
- One international 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 might 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 of the President

1. Lead the development and implementation of strategies for gathering input and feedback from current UniSA students in relation to their student experience
2. Take an active role in planning and decision making for UniSA and USASA
3. Attend relevant committee, working group or board meetings as required
4. Initiate and maintain liaison with the University and its representatives in order to promote USASA and its activities
5. Represent all students of University of South Australia by seeking input from students and various student groups.
6. Represent and report the view of the USASA Board and the students it represents to UniSA by attending key University committees.
7. As Chairperson of the Board, assure that the Board fulfils its responsibilities for the governance and mission delivery of USASA.
8. Guide and direct the General Manger so as to help them achieve the agreed Board endorsed vision and mission of USASA.
9. Optimise the relationship between the Board and the University of South Australia.

Requirements

1. Participate in student representative training
2. Comply with University policies and guidelines, including the Code of Conduct for Students
3. A time commitment of up to forty hours per month
4. Attend University meetings as the delegate of USASA as required by the University, such as
 - the UniSA/USASA Liaison Committee,
 - Student Experience Committee
 - Academic Board
 - Divisional Boards, and School Boards as required
 - Academic Appeals meetings as required;
 - Be the USASA nominee as a member of the University Council;
5. Maintain liaison with the
 - National Union of Students
 - Council of Australian Postgraduate Associations
 - Council of International Students Australia
 - relevant Government authorities and other higher education representative bodies;

6. Act as head of all Students Association delegations
7. Be the legal representative but not Public Officer of USASA Inc. ABN 42 435 026 686
 - Be the official head, spokesperson and media contact of USASA;
 - Sign all documents, including minutes of meetings of the Board and, which require signature by the Official Head of USASA
 - Be a signatory to the bank accounts and investment accounts of USASA
8. Call meetings of the Board and any Committee;
 - Preside at all meetings of the Board and General Meetings of USASA;
 - Be an ex-officio Member of any Committee, working party or other group established by the Board or the Regulations;
9. Advise and manage Board members in range of issues
 - Manage the policy development of USASA
10. Provide leadership and direction to USASA
 - Consult with the General Manager on matters associated with their day to day supervision of the staff of USASA
 - Review the performance of the General Manager

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.

Term of position

As per section 5.5 of the USASA constitution, the term of office of all Representatives is from the date of their election to date of next election in Study Period 2 the following year, unless removed from office prior as per Section 5.8 of the USASA Constitution.

Remuneration

\$20,000 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 the President will be expected to dedicate at least 60 hours of time to student representative matters per month.

- Preparing for meetings
- Attending meetings
- 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)