

CDUSC Position Descriptions

1. President:

- Responsible for the effective, democratic and compliant operation of the CDUSC;
- Provide strategic direction and leadership to the CDUSC Executive Committee;
- Act as the primary point of contact for university staff and other external stakeholders and refer to appropriate CDUSC Officers if required;
- Develop the agenda for, and preside at CDUSC meetings;
- Sit on relevant CDU committees and represent the CDU student body at various meetings and events;
- Authorise payments from CDUSC, in line with the CDUSC Procurements Policy;
- Work with the Executive Committee to promote and facilitate fair and democratic student elections;
- In conjunction with the Vice President, oversee the appointment and operation of student committees;
- Be an alternate signatory for the Council for legal purposes and financial purposes;
- Act as a role model for the CDUSC Executive Committee, council officers and student body;
- Represent CDU's diverse student body with integrity.

2. Vice President:

- Act as a role model for the CDUSC Executive Committee, council officers and student body;
- Represent CDU's diverse student body with integrity;
- The Vice President (VP) supports the President. While they may have specific tasks, they work closely with the President and other executives to ensure that the Students' Council runs smoothly;
- Coordination of activities for the Council;
- Be an alternate signatory for the Council for legal purposes and financial purposes;
- The Vice President acts as a proxy when the President is unavailable including Chair meetings.

3. Secretary:

- Act as a role model for the CDUSC officers and student body;
- Represent CDU's diverse student body with integrity;
- Leads the organization and any follow ups of CDUSC committee meetings;
- Records the meeting minutes, taking accurate notes of what is discussed and decided in every meeting;

- Ensures actions from meetings are completed by the deadlines and files the records centrally.

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4. Treasurer:

- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity;
- Managing Students' Council funds and ensuring that all necessary Students' Council financial; records are maintained and kept up to date;
- Ensuring Students' Council bank details are maintained, and signatories are kept up to date;
- Be an alternate signatory for the Council for legal purposes and financial purposes.

5. Women's Officers (self-defining i.e. anyone who identifies as a woman regardless of gender allocated at birth):

- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity;
- Represents the views and promote the interests of women students;
- Work with CDU Support Services and is a representative on the Respect Now Always (RNA) committee.

6. Postgraduate Officer:

- Create the connections within and between student bodies throughout CDU to foster the conditions for an inclusive and integrated higher education community;
- Represent the Postgraduate students at CDU by engaging with our broad and diverse community both on campus and online;
- Raise the profile of Postgraduate students at CDU by increasing their presence in the website and media for local, national and international kudos;
- Gather details and circulate correspondence within CDU to celebrate both the impact and academic accomplishments of Postgraduate students;
- Maintain records and accounts of previous Postgraduate interests and priority areas to provide continuity in the long-term;
- Provide feedback from the Postgraduate community to inform CDU administrative and executive planning;
- Act as an intermediary for Postgraduate students with academic staff at CDU;
- Act as a role model for the CDU student body.

7. Undergraduate Officer:

- Create the connections within and between student bodies throughout CDU to foster the conditions for an inclusive and integrated higher education community;
- Represent the Undergraduate students at CDU by engaging with our broad and diverse community both on campus and online;
- Raise the profile of Undergraduate students at CDU by increasing their presence in the website and media for local, national and international kudos;

- Gather details and circulate correspondence within CDU to celebrate both the impact and academic accomplishments of Undergraduate students;
- Maintain records and accounts of previous Undergraduate interests and priority areas to provide continuity in the long-term;
- Provide feedback from the undergraduate community to inform CDU administrative and executive planning;
- Act as an intermediary for Undergraduate students with academic staff at CDU;
- Act as a role model for the CDU student body.

8. International Officer:

- Gather and provide information to the Student Council on the needs of international students or to identify issues and concerns relevant to international student's welfare and wellbeing;
- liaise with other bodies providing representation, personal and academic support to international students;
- Responsible for coordinating and implementing campaigns on matters relevant to international students;
- Chair the International Students Sub-Committee comprising of International students (if the council approves; per deferment/course/club/organisation);
- To ensure that the needs of international students are reflected through the activities of the student council and then university itself;
- To liaise between student council and international support group CDU global for any concerns, clarifications, activities and programs that would help the international students;
- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity.

9. First Nations Officer:

- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity;
- Represent the views and promote the interests of Indigenous students and is a representative on relevant CDU committees;
- Advocate for the Indigenous student body on the Reconciliation Action Plan;
- Work in collaboration with CDU Office Indigenous Student Support on projects for Indigenous students.

10. Online Student Officer:

- Liaise with Online Students to ensure their needs are being met at the university, both academically and by way of support and assistance;
- Represent the needs and desires of the Online body of the University to ensure continual growth for the university in the online space, making it desirable for potential students to come to, and current students to stay with us;
- Create, and execute ideas, with the support of CDUSC, to help harness a healthy culture and sense of belonging for Online Students (e.g. virtual hangouts, student connection programs, online events, and face to face events where possible);

- Be willing to offer your time and assistance to fellow Online students looking for some direction, or somewhere to share their opinion;
- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity.

11.Sustainability Officer:

- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity;
- Advocate for sustainable practices at CDU and sit on the Sustainability Leadership Group;
- Work in collaboration with CDU Facilities and the CDU sustainability plan;
- Provide advice and guidance to other Student Groups on sustainable practice.
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12.L.G.B.T.Q.I. A+ Officer:

- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity;
- Represent the views and promote the interests of LGBTQIA+ students and raise awareness of their issues;
- Organise inclusive social activities;
- Become a member of and work in collaboration with CDU LGBTQIA+ committee and Student Group.

13.VET Officer:

- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity;
- Represents the views and promote the interest of VET students;
- A representative on relevant CDU committees.

14.Inclusion Officer:

- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity;
- Represents the views and promote the interests of students with physical or mental disabilities;
- Contribute to the CDU Disability Action Plan;
- Ensure campuses and activities are accessible to all students;
- Work in collaboration with the CDU Access and Inclusion Team.
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15.Media and Communication Officer:

- Act as a role model for the CDU student body.
- Represent CDU's diverse student body with integrity.
- Oversee the management and content creation for the CDUSC's social media platforms.

- Develop and implement communication strategies to enhance the visibility and engagement of the CDU Students' Council.
- Coordinate the creation and distribution of promotional materials, newsletters, and other media content for CDUSC activities and initiatives.
- Ensure that all communications align with the values and objectives of the Council.
- Liaise with the university's media and communication departments to align Council activities with broader university campaigns.
- Provide guidance and support to other Council members on media-related matters.
- Represent the Council at relevant media and communication meetings and events.
- Maintain records of media activities and outcomes for reporting and archival purposes.

16. General Committee Member:

- Act as a role model for the CDU student body;
- Represent CDU's diverse student body with integrity;
- Assists with Student Council activities;
- Provide support to the President, Secretary and other committee members to ensure the Council sets and meets its goals and objectives.