

# CDU STUDENT COUNCIL

## Position Descriptions



### EXECUTIVE COUNCIL ROLES

#### PRESIDENT

- Commit 8 hours per week to CDUSC matters;
- Oversee for the effective, democratic and compliant operation of the CDUSC;
- Provide strategic direction and leadership to the CDUSC;
- Assign tasks and projects to CDUSC office bearers;
- Act as the primary point of contact for university staff and external stakeholders and refer to appropriate CDUSC officer bearers when required;
- 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 Financial Management Guidelines;
- Work with the CDUSC Executive Officer to promote and facilitate fair and democratic student elections;
- Be a signatory for the Council for legal purposes and financial purposes;
- Attend fortnightly CDUSC Executive meetings, monthly CDUSC meetings and quarterly meetings with the VC and Provost;
- Act as a role model for the CDUSC office bearers and CDU student body;
- Represent CDU's diverse student body with integrity.

#### VICE PRESIDENT

- Commit 4 hours per week to CDUSC matters.
- Assist the President with the effective, democratic and compliant operation of the CDUSC;
- Assist with leadership to the CDUSC;
- Take on President's duties if they are unavailable;
- Represent the CDUSC and CDU student body at meetings and events;
- Take on tasks and projects to fulfill the CDUSC purpose;
- Authorise payments from CDUSC, in line with the CDUSC Financial Management Guidelines;
- Be a signatory for the Council for legal purposes and financial purposes;
- Attend fortnightly CDUSC Executive meetings, monthly CDUSC meetings and quarterly meetings with the VC and Provost;
- Act as a role model for the CDUSC office bearers and CDU student body;
- Represent CDU's diverse student body with integrity.

## TREASURER

- Commit 4 hours per week to CDUSC matters;
- Manage CDUSC funds and ensure financial records are maintained and kept up to date;
- Ensure CDUSC bank details are maintained and signatories kept up to date;
- Produce a quarterly financial report and yearly reconciliation of expenses;
- Represent the CDUSC and CDU student body at meetings and events;
- Take on tasks and projects to fulfill the CDUSC purpose;
- Authorise payments from CDUSC, in line with the CDUSC Financial Management Guidelines;
- Be a signatory for the Council for legal purposes and financial purposes;
- Attend fortnightly CDUSC Executive meetings, monthly CDUSC meetings and quarterly meetings with the VC and Provost;
- Act as a role model for the CDUSC office bearers and CDU student body;
- Represent CDU's diverse student body with integrity.

## MEDIA/COMMUNICATIONS OFFICER

- Commit 4 hours per week to CDUSC matters;
- Lead the administration of CDUSC social media pages;
- Create and post content on CDUSC social media pages;
- Liaise with external stakeholders regarding promotion of information, events and research;
- Represent the CDUSC and CDU student body at meetings and events;
- Take on tasks and projects to fulfill the CDUSC purpose;
- Authorise payments from CDUSC, in line with the CDUSC Financial Management Guidelines;
- Be a signatory for the Council for legal purposes and financial purposes;
- Attend fortnightly CDUSC Executive meetings, monthly CDUSC meetings and quarterly meetings with the VC and Provost;
- Act as a role model for the CDUSC office bearers and CDU student body;
- Represent CDU's diverse student body with integrity.

## OTHER COUNCIL ROLES

### GENERAL MEMBER

- Commit 2 hours per week to CDUSC matters;
- Represent the CDUSC and CDU student body at meetings and events;
- Take on tasks and projects to fulfill the CDUSC purpose;
- Attend monthly CDUSC meetings;
- Act as a role model for the CDUSC office bearers and CDU student body;
- Represent CDU's diverse student body with integrity.

## OPTIONAL ROLES – CAN BE FILLED BY GENERAL MEMBERS

### Women's Representative

- Identify as a woman.
- Represent views and promote interests of students who identify as women.
- Provide feedback to inform CDU administrative and executive planning.
- Work with CDU to champion the Respect.Now.Always initiative.

### First Nations Representative

- Identify as a First Nations student.
- Represent the views and promote the interests of First Nations students.
- Provide feedback from the First Nations student community to inform CDU administrative and executive planning.
- Work with CDU to champion the Reconciliation Action Plan.

### Postgraduate Representative

- Enrolled as a postgraduate student.
- Represent the views and promote the interests of postgraduate students.
- Provide feedback from the Postgraduate community to inform CDU administrative and executive planning.

### Undergraduate Representative

- Enrolled as an undergraduate student.
- Represent the views and promote the interests of undergraduate students.
- Provide feedback from the undergraduate community to inform CDU administrative and executive planning.

### Sustainability Officer

- Advocate for sustainable practices.
- Provide feedback from the student community to inform CDU administrative and executive planning regarding sustainable practice.

### International Representative

- Be an international student.
- Represent the views and promote the interests of international students.
- Provide feedback from the international student community to inform CDU administrative and executive planning.

### Online Students Representative

- Be an online/external student.
- Represent the views and promote the interests of online/external students.
- Provide feedback from online/external students to inform CDU administrative and executive planning.

### LGBTQIA+ Representative

- Identify as a LGBTQIA+ student.
- Represent the views and promote the interests of LGBTQIA+ students.
- Provide feedback from the LGBTQIA+ student community to inform CDU administrative and executive planning.

### TAFE Representative

- Be a TAFE student.
- Represent the views and promote the interests of TAFE students.
- Provide feedback from the TAFE student community to inform CDU administrative and executive planning.

### Inclusion Officer

- Identify as a student with a disability.
- Represent the views and promote the interests of students with a disability.
- Provide feedback to inform CDU administrative and executive planning regarding accessibility and inclusion.
- Work with CDU to champion the Accessibility Action Plan

