

## **TERMS OF REFERENCE**

### **NDSA Council Terms of Reference**

#### Common Requirements

All members of the Student Association Council will:

- i. attend all Student Association Council and Student Association general meetings. A failure to attend three meetings without proxy and five meetings with proxy will constitute a failure to fulfill the requirements of the position;
- ii. attend all relevant University events, including but not limited to:
  - a. Orientation Day, and
  - b. Open Day;
- iii. attend all relevant Student Association events;
- iv. vote on motions of purpose, policy and expenditure;
- v. submit a regular report to the Student Association Council on the progress of their portfolio; and
- vi. Submit an annual report for the Student Association Annual Report.

## **EXECUTIVE**

#### NDSA President

The President is the primary representative of the Notre Dame student body.

The President will:

- i. represent the Student Association at all University and non-University functions;

- ii. chair the Student Association Council and Student Association general meetings;
- iii. represent the Student Association on the Student Board and the Student Affairs Committee;
- iv. be the primary Student Association contact for students, the University, and external organizations;
- v. direct the activities of the Student Association;
- vi. co-ordinate the development of the Student Association strategic vision;
- vii. manage the workload and direction of the Student Association Council;
- viii. enter into contracts on behalf of the Student Association and clubs; and
- ix. draft and publish official communication of the Student Association.

#### NDSA Vice President

The Vice President is the President's representative in all capacities.

The Vice President will:

- i. represent the Student Association at all University and non-University functions;
- ii. chair the Student Association Council and Student Association general meetings in the Presidents' absence;
- iii. sit on the Student Affairs Committee;
- iv. be the secondary Student Association contact for students, the University, and external organizations;
- v. support the President in directing the activities of the Student Association and managing the workload and direction of the Student Association Council;
- vi. assist with the drafting and publication of official communication of the Student Association;
- vii. manage membership services at the Student Association, including development of the benefits of membership; and
- viii. manage the development, purchase and sale of Student Association merchandise.

## NDSA Treasurer

The Treasurer is the financial administrator of the Student Association.

The Treasurer will:

- i. manage the Student Association bank accounts;
- ii. monitor the Student Association's cash flow, including regularly counting and banking cash on Campus;
- iii. manage the Student Association debit card;
- iv. manage the use of the Student Association EFTPOS machine;
- v. process reimbursement, invoices and other applications for money;
- vi. liaise with the University finance department for the Australian Tax Office when necessary;
- vii. manage Student Association sponsorship, partnerships and discounts;
- viii. evaluate and approve club and society grants;
- ix. provide financial advice and training to clubs and societies; and
- x. collect and monitor quarterly club financial statements.

## NDSA Secretary

The Secretary is the Student Association record keeper.

The Secretary will:

- i. provide notice of Student Association Council and general meetings;
- ii. assist Sub-Council and Departments secretaries with scheduling, co-ordination of councilors and policy;
- iii. create, collate reports for, and distribute agendas for meetings 12 hours prior to the relevant meeting;
- iv. record minutes at Student Association general meetings, Council meetings, and Executive meetings;

- v. distribute minutes to Student Association members 48 hours prior to the subsequent meeting;
- vi. collate the Student Association Annual Report;
- vii. maintain the register of Council members' conflicts of interest; and
- viii. maintain the Student Association membership register.

## **COMMITTEE CHAIRS**

### Welfare Committee Chair

*See section 2 of the Welfare Committee Terms of Reference.*

### Academic Committee Chair

*See section 2 of the Academic Committee Terms of Reference.*

### Clubs Committee Chair

*See section 2 of the Clubs Committee Terms of Reference.*

## DEPARTMENT DIRECTORS

### Events Director

The Events Director is the operational head of the Events Department.

The Events Director will:

- i. Ensure the Events Department Terms of Reference are being fulfilled.

### Marketing Director

The Marketing Director is operational head of the Marketing Department.

The Marketing Director will:

- i. Ensure the Marketing Department Terms of Reference are being fulfilled.

### Assist Director

The Assist Director is the operational head of the Assist Department.

The Assist Director will:

- i. Ensure the Assist Department Terms of Reference are being fulfilled.

## Sport and Health Director

The Sport and Health Director is the operational head of the Sport and Health Department.

The Sport and Health Director will:

- i. Ensure the Sport and Health Department Terms of Reference are being fulfilled.

## Environment Director

The Environment Director is the operational head of the Environment Department.

The Environment Director will:

- i. Ensure the Environment Department Terms of Reference are being fulfilled.

## **COUNCIL MEMBERS WITHOUT PORTFOLIO**

### Ordinary Council Members

Ordinary Council Members are councilors without portfolio.

Ordinary Council Members will:

- i. support the NDSA Executive and councilors with portfolio to organize and deliver student events, services and representation.
- ii. scrutinise the activities and finances of the NDSA to keep the Council accountable to the student body.