



Terms of Reference

Last Updated: 26th September 2024

Common Requirements

All members of the Notre Dame Student Association (NDSA) Council will:

1. Attend all NDSA Council and 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

2. Attend all relevant University events, including but not limited to:

- 2.1. Orientation Day; and,

- 2.2. Open Day;

A failure to attend at least two events will constitute a failure to fulfill the requirements of the position.

3. Attend all relevant NDSA events,

A failure to attend at least three events per semester will constitute a failure to fulfill the requirements of the position.

4. Vote on motions of purpose, policy and expenditure;

5. Submit regular reports in the form of an agenda during regular council meetings; and,

6. Submit semesterly and annual reports for the NDSA Annual and Semesterly Report.



Executive

President:

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

The President will:

1. Represent the NDSA at all University and non-University functions;
2. Chair the NDSA Council and NDSA general meetings;
3. Represent the NDSA on the Student Board and the Student Affairs Committee;
4. Be the primary NDSA contact for students, the University, and external organisations;
5. Direct the activities of the NDSA;
6. Coordinate the development of the NDSA Strategic Vision;
7. Manage the workload and direction of the NDSA Council;
8. Enter into contracts on behalf of the NDSA and clubs; and,
9. Draft and publish official communication of the NDSA.
10. Be the second point of contact for intra-council conflicts and conflict-resolution strategies.

Vice-President

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

The Vice-President will:

1. Represent the NDSA at all University and non-University functions;
2. Chair the NDSA Council and NDSA General meetings in the President's absence;
3. Sit on the Student Affairs Committee;
4. Be the secondary NDSA contact for students, the University, and external organisations;
5. Support the President in directing the activities of the NDSA and managing the workload and direction of the NDSA council;
6. Assist with the drafting and publication of official communication of the NDSA;
7. Provide wellbeing support to the NDSA members;



8. Be the first point of contact for intra-council conflicts and conflict-resolution strategies; and,
9. Maintains confidentiality with sensitive information disclosed from NDSA Council members, except when required to escalate these matters to the NDSA Executive.

Treasurer

The Treasurer is the financial administrator of the NDSA.

The Treasurer will:

1. Manage the NDSA bank accounts;
2. Monitor the NDSA's cash flow, including regularly counting and banking cash on campus;
3. Managing the use of the NDSA debit cards:
 - 3.1. Monitoring for requests from the Council to use the debit card;
 - 3.2. Monitoring what the debit card is used for and maintaining an accurate record including receipts, invoices etc.
4. Manage the use of the NDSA eftpos machine;
5. Process reimbursements, invoices and other applications for funds;
6. Liaise with the University finance department for the Australian Taxation Office when necessary;
7. Evaluate and approve club and society grants;
8. Evaluate and process approved club and society grants; and,
9. Collect and monitor annual club financial statements.



Secretary

The Secretary is the NDSA record keeper.

The Secretary will:

1. Provide notice of NDSA Council and general meetings;
2. Create, collate reports for, and distribute agendas for meetings at least 12 hours prior to the relevant meeting;
3. Record minutes at NDSA general meetings, Council meetings, and Executive meetings:
 - 3.1. This includes collating and distributing an action list that is produced during said meetings.
4. Distribute minutes to NDSA members at least 48hrs prior to the subsequent meeting;
5. Collate the NDSA Semesterly and Annual report;
6. Maintain the register of Council members conflicts of interest;
7. Assist in the revision, updates and collating of NDSA policies; and,
8. Maintain a register of the members of the NDSA Council.



Chairs

Academic Chair

The Academic Chair will:

1. Appoint a delegate to or represent the NDSA on all academic committees and councils within the University and Schools;
2. Chair all Academic Sub-Committee;
3. Report academic issues to the NDSA Council;
4. Organise training courses and educational events;
5. Liaise with the Academic and relevant University departments;
6. Delegate tasks to members of the Academic Sub-committee; and,
7. Meet regularly with members of the of Academic Sub-committee.

Clubs Chair

1. Chair the Clubs Council;

The clubs council comprises the Clubs Chair and the President of each affiliated club, society or association.

2. Represent affiliated clubs and societies on the NDSA Council;
3. Act as the primary contact between the University, the NDSA, and affiliated clubs, societies and associations;
4. Liase with the University on clubs matters, including affiliations and events;
5. Collaborate with the Secretary to update and distribute the NDSA Club Guidelines and Manual;
6. Organise professional development for affiliated clubs and societies;
7. Improve club, society and association processes; and,
8. Facilitate inter-club events and initiative.



Welfare Chair

The Welfare Chair will:

1. Represent welfare and equity issues to the NDSA Council;
2. Appoint a delegate to or represent the NDSA on University bodies dedicated to improving student access to welfare services;
3. Chair the Welfare Sub-Committee;
4. Communicate with, and advise students who require help regarding welfare and equity issues;
5. Liaise with the Counselling Department in relation to Student Wellbeing programs and events;
6. Liaise with the Notre Dame Volunteering Network to promote volunteering within the student body;
7. Ensure policies, programs and events run by the NDSA are inclusive and non-discriminatory;
8. Organise campaigns and events to promote student welfare;
9. Delegate tasks to the Welfare Sub-Committee; and,
10. Meet regularly with the Welfare Sub-Committee.



Directors & Ordinary Council Members

Events Director

The Events Director will:

1. Plan the NDSA;s events calendar;
2. Plan NDSA events;
3. Gather and complete necessary documentation;
Risk Management Plans, Event Budgets, PLI Certificates of Currency, Liquor Licenses etc.
4. Coordinate NDSA Events;
5. Report to the NDSA Council throughout progress of events; and,
6. Evaluate the success of each event in a written report.

Marketing Director

The Marketing Director will:

1. Coordinate the marketing design and structure of events;
2. Develop strategies to strengthen the NDSA brand and recognition;
3. Work with the Executive to ensure due diligence is given to all publicity materials;
4. Form strategies and plans for the coordination of the NDSA's online presence;
5. Liaise with the University Marketing Department;
6. Ensure published materials represent the values and ideals of the NDSA; and,
7. Ensure publicity campaigns and published materials meet the constitutional obligations fo the NDSA.

Assist Director

The Assist Director will:



1. Provide advocacy for students under financial stress, including advice and assistance in liaising with support services.
2. Offer general budgeting tips;
3. Oversee the food pantry, ensuring that it is consistently stocked with non-perishable necessities;
4. Provide information on Notre Dame Scholarships; and,
5. Advocate for greater assistance for students facing financial pressures.

Sports & Health Director

The Sport & Health Director will:

1. Be responsible for the organisation and hosting of the annual Founders Cup;
2. Lead physical health campaigns of interest to students;
3. Manage the use and maintenance of NDSA Sporting Equipment;
4. Advocate for the health of students within the University; and,
5. Meet regularly with senior staff in health related schools.

Environment Director

The Environment Director will:

1. Inform the NDSA Council of environmental issues on campus;
2. Develop programs and campaigns to promote more conscious consumption;
3. Liaise with the City of Fremantle to develop environmental initiatives on campus;
4. Liase with the University and Campus Services to develop and implement environmental initiatives on campus and improve student spaces;
5. Represent the NDSA on University bodies dedicated to improving student spaces;
6. Manage student spaces (furniture, artwork, equipment etc.); and,
7. Keep record of the NDSA carbon footprint.



Ordinary Council Member

The Ordinary Council Member assists all members in fulfilling their roles and achieving best outcome.

The Ordinary Council Member will:

1. Assist the rest of the roles in their positions;
2. Attend NDSA events; and,
3. Complete duties that are delegated to them by the NDSA Executive.
4. Pro-actively assist council members with their roles.



Written by Lana van Wyk (2024 Secretary)