POSITION OVERVIEW	
This Position Description outlines the role, responsibilities, and expectations of the Vice Presidents on the University of Newcastle Students' Association (UNSA) Student Representative Council (SRC) and by virtue, the Chair of the Board of Directors.	
Position Title	Vice President, Student Representative Council (SRC) Director, UNSA Board
Position Type	Elected Student Leadership Role
Key Relationships	• Board of Directors • General Secretary • Chief Executive Officer • Chief Operating Officer • Advocacy & Governance Supervisor • Executive, non-executive and ex-officio members
Position Summary	The SRC Vice President leads their designated Portfolio and Advisory Group within UNSA, championing student interests across education, welfare and wellbeing, and student engagement. They collaborate with fellow student representatives and actively support the SRC President in advancing UNSA's strategic goals, governance standards, and advocacy efforts. As senior members of the Student Representative Council, Vice Presidents play a critical role in advancing UNSA's strategic objectives and supporting the President in high-level governance and advocacy. They are heavily involved in stakeholder engagement, particularly with senior university executives, including members of the C-suite. Additionally, Vice Presidents also sit as student directors on the UNSA Board of Directors.
PROVISIONS	
Volunteer Status	This is a volunteer role. Student Representatives are not employed by or contracted to UNSA and do not receive payment for work, except for reasonable reimbursement of approved expenses.

Term Length and Involvement	• Engagement: 1 October 2025 – 11 December 2026 • Tenure: 1 January 2026 - 31 December 2026
Time Commitment	Approximately 15 hours per week over 42 weeks of engagement. *This may vary depending on the academic calendar, student lifecycle and community needs.*
Last Review	AUGUST 2025 *This document is maintained in the UNSA Policy Register. Amendments are recorded centrally; only the last reviewed date is noted here.*
SELECTION CRITERIA	
Attributes	• Strategic thinking and a commitment to continuous professional development. • Strong sense of civic responsibility, with passion for advancing the student experience at UoN. • Professionalism, reliability, and consistency in all engagements and communications. • Accountability and ownership in leadership and decision-making. • Demonstrated integrity, fairness, and respect for diverse values and perspectives.
Skills	• Advanced organisational and time management capabilities, with the ability to manage competing priorities. • Proven leadership and collaboration skills across diverse stakeholder groups, including students, staff, volunteers, and university executives. • Strong interpersonal and communication skills, with the ability to influence and advocate effectively. • Capacity to mentor, support, and hold peers accountable in a governance context.
Knowledge & Alignment	• Understanding of UNSA's mission and strategic goals • Awareness of student lifecycle and equity issues • Familiarity with UNSA's governance and operations • Commitment to ethical leadership and UNSA's Code of Conduct
ELIGIBILITY CRITERIA	
To be eligible for nomination and to hold office, candidates must satisfy the criteria outlined in Section 9 of the SRC Terms of Reference, including ongoing disclosure and compliance with governance standards. In addition to the general eligibility criteria, Executive Nominees must also: a) Meet the legal requirements to act as a director of an Australian company. b) Hold a valid director identification number (Director ID) or provide evidence that an application has been lodged with the Australian Business Registry Services.	

c) Not be disqualified from managing corporations, unless the appointment is made with the permission of ASIC or the Court.
d) Comply with Director ID obligations under the *Corporations Act 2001 (Corporations Act)* throughout their term.
e) Not disqualified from holding a director position on a company in Australia.

DESIRABLE QUALIFICATIONS, CERTIFICATES & LICENSES

- Director identification number (director ID). Apply now.
- iLEAD / iLEAD Honours Program
- Mental Health First Aid
- NSW Working with Children Check. Apply for or renew your Working with Children Check through Service NSW.
- NSW Drivers Licence and reliable vehicle as this role may require travel between campuses.
- Food Handler Basics training

KEY RESPONSIBILITIES & OUTCOMES

In addition to the responsibilities outlined below, the student representative is expected to fulfil any other duties as agreed and formally documented in meeting minutes, role agreements, or governance records.

Vision & Strategy	• Lead the strategic direction of their designated Portfolio and Advisory Group, ensuring alignment with UNSA's mission and evolving student needs.
	• Develop and submit a clear vision and strategy statement for the academic year, outlining key priorities and values.
	• Facilitate cross-portfolio collaboration and shared ownership of SRC goals.
	• Submit a comprehensive Portfolio Initiative Plan by Week 1 of Semester 1, including:
	  ○ ≥2 major campaigns (e.g., equity, wellbeing, academic policy).
	  ○ ≥2 student-led initiatives (e.g., forums, consultations, events).
	• Ensure campaigns are inclusive, impactful, and responsive to student feedback.
	• Use data and reflection to adapt strategies and demonstrate progress.

Leadership & Governance	• Provide strategic leadership and uphold ethical governance practices. • Ensure compliance with legal and policy obligations. • Chair advisory group meetings and attend Executive Committee meetings annually. • Ensure agendas are published ≥5 business days in advance and minutes submitted within 7 business days. • Maintain ≥95% attendance rate and ≥2 substantive contributions per meeting. • Promote inclusive dialogue and effective decision-making.

Reporting, Documentation & Accountability	• Submit monthly written reports to the SRC and per-cycle reports to the UNSA Board. • Maintain the Portfolio Actions Tracker and follow up on incomplete actions. • Complete the SRC Task Log and ensure compliance with reporting deadlines. • Address performance issues within 5 business days and document outcomes. • Ensure conduct aligns with UNSA's Code of Conduct and Core Values.
Stakeholder Engagement	• Build and maintain relationships with key university stakeholders. • Represent UNSA on ≥1 UoN committee or project team annually.

Events, Engagement & Communications	• Promote UNSA events, services, and campaigns to relevant student cohorts.
	• Support UNSA's Digital, Marketing, and Student Media teams to build awareness of OPUS and UNSA services.
	• Log ≥8 hours per semester across multiple UNSA student-facing events and/or services, with activities documented in accordance with UNSA's reporting processes.
	• Respond to:
	  ○ Internal messages: within 2 business days.
	  ○ Formal communications: within 3 business days.
	  ○ Urgent messages: within 1 business day.

External Communication	• Support UNSA's communications strategy by contributing monthly updates through official channels and assisting in the development and distribution of the digital newsletter.
Internal Collaboration	• Maintain clear and professional communication across UNSA teams. • Participate in scheduled check-ins with the Advocacy & Governance Team.
Representation	• Represent student interests in advisory groups, forums, and representative spaces across UNSA and UoN • Serve as a member of ≤2 UNSA Advisory Groups and ≥1 UoN committee or working group (e.g., Academic Calendar Student Focus Group) • Engage with students during UNSA events and services by answering questions, promoting services, and gathering feedback.
Advocacy	• Support students through guidance, referrals, and advocacy. • Maintain ≥3 entries per semester in the Advocacy Register. • Respond to concerns raised by students within five business days, or sooner if the matter is urgent.
Research & Feedback	• Lead feedback initiatives and support research activities. • Submit ≥2 formal policy or advocacy recommendations per year. • Support or initiate ≥1 research activity per semester. • Promote student participation in UNSA-led surveys and campaigns.

Professional Development	• Complete all pre-learning and induction requirements. • Attend mandatory onboarding and training sessions, including WHS and governance until deemed competent. • Engage in ongoing development, including ≥1 governance training opportunity per semester. • Participate in inter-university forums and external leadership networks. • Submit a written handover report at the end of the term. • Mentor incoming leaders through: o ≥1 formal handover session o ≥3 stakeholder engagement opportunities

RESIGNATION & REMOVAL

Refer to the UNSA SRC Grievance and Discipline Policy and SRC Terms of Reference for detailed removal, appeals, and reinstatement processes.

Resignation	The President may resign by providing written notice to the Advocacy and Governance Team at UNSA-GOV@newcastle.edu.au.
Notice Period	A minimum of four (4) weeks' notice is preferred to ensure a smooth handover and support recruitment efforts.
Removal	Tenure may be altered in accordance with the SRC Terms of Reference, UNSA Code of Conduct, and UNSA Grievance and Discipline Policy.

INHERENT REQUIREMENTS

This role requires the ability to:

- Perform the essential duties and meet productivity and quality standards.
- Work effectively within a team or similar structure.
- Carry out responsibilities without undue risk to health, safety, or wellbeing.

If you have a condition that may impact your ability to meet these requirements, UNSA encourages open discussion to explore reasonable adjustments. We are committed to creating inclusive, supportive workspaces.

ETHICAL RECRUITMENT

UNSA is committed to ethical recruitment and workplace diversity, guided by our values: Respectful Collaboration, Kindness & Compassion, Safety & Security, Inclusivity & Diversity, and Empowerment.

We welcome applications from all qualified individuals, especially Aboriginal and Torres Strait Islander peoples, LGBTQIA+ community members, people from culturally and linguistically diverse backgrounds, those with disability, women, and people over 50. We encourage you to bring your whole self to UNSA.