

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.