

## TERMS OF REFERENCE

### Departments

#### Common Requirements

All Departments will:

- i. attend all Student Association Council and Student Association general meetings, through their Director or a delegate of. 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. vote on motions of purpose, policy and expenditure;
- iii. submit a regular report to the Student Association Council on the progress of their portfolio; and
- iv. submit an annual report for the Student Association Annual Report.

#### 1. Events Department

1.1 The Events Department will:

- i. plan the Student Association's events calendar;
- ii. plan Student Association events;
- iii. complete the University approvals process;
- iv. gather and complete necessary documentation such as Risk Management Plans, Event Budgets, Public Liability Insurance Certificates of Currency and Liquor Licenses;
- v. coordinate Student Association events;
- vi. attend all Student Association Council meetings and update on the preparation for and progress of events;

- vii. evaluate the success of each event in a written report; and
- viii. organise and build a relationship with the university SES department to aid in staffing events.

1.2 The Events Department will consist of the following elected positions:

- i. Events Director.

1.3 The Events Department will consist of the following positions by application:

- i. Deputy Events Director.

## 2. Marketing Department

2.1 The Marketing Department is responsible for:

- i. coordinating the graphic design and marketing of all NDSA departments;
- ii. coordinating the marketing strategies of the subsidiary committees through consultation with the relevant Marketing Liaisons;
- iii. developing strategies to the strengthen the NDSA brand and recognition;
- iv. working with the executive to ensure due diligence is given to all publicity materials;
- v. forming strategies for the coordination of NDSA's online presence;
- vi. liaising with University marketing;
- vii. ensuring published materials represent the values and ideals of the NDSA;
- viii. ensuring publicity campaigns and published materials meet our constitutional obligations;
- ix. overseeing and managing the NDSA Social Membership Program;
- x. seeking out and securing discounts from Fremantle businesses;
- xi. promoting the NDSA's discount program to students and businesses;
- xii. creating the NDSA Sponsorship Prospectus;
- xiii. liaising with businesses and group in securing Sponsorship for the NDSA;
- xiv. liaising with Fremantle BID in discussing mutual cooperation between business and the NDSA;

- xv. liaising with the Fremantle Chamber of Commerce in discussing mutual cooperation between business and the NDSA; and
- xvi. providing monthly reports to the NDSA on the ongoing progress of the NDSA discount program and sponsorship opportunities.

2.2 The Marketing Department will consist of the following elected positions:

- i. Marketing Director.

2.3 The Marketing Department will consist of the following positions by application:

- i. Discounts and Sponsorship Officer; and
- ii. Graphic Design Officer.

### 3. Sport and Health Department

3.1 The Sport and Health Department will:

- i. be responsible for the organization and hosting of the annual Founders Cup;
- ii. work closely with the Welfare Council on the delivery of NDSA wellness weeks;
- iii. lead physical health campaigns of interest to students;
- iv. manage the use and maintenance of NDSA sporting equipment;
- v. work closely with the Welfare director in the delivery of Mental Health advocacy and related events;
- vi. advocate for the health of Notre Dame students within the university; and
- vii. meet regularly with staff in health-related departments.

3.2 The Sport and Health Department will consist of the following elected positions:

- i. Sport and Health Director.

## 4. Assist Department

### 4.1 The Assist Department will:

- i. provide advocacy for students under financial stress including advice and assistance in liaising with Centrelink and other related services;
- ii. offer general budgeting tips;
- iii. oversee a foodbank stocked with nonperishable necessities;
- iv. assist students in applying for funds from the University Assistance Fund;
- v. provide information on Notre Dame Scholarships; and
- vi. advocate for greater assistance for students facing financial pressures.

### 4.2 The Assist Department will consist of the following elected positions:

- i. Assist Director.

## 5. Environment Department

### 5.1 The Environment Department will:

- i. inform the Student Association Council of environmental issues on Campus;
- ii. develop programs and campaigns to promote more conscious consumption;
- iii. liaise with the City of Fremantle to develop environmental initiatives on Campus;
- iv. liaise with the University – specifically, Campus Services – to develop and implement environmental initiatives on Campus and improve student spaces;
- v. represent the Student Association on University bodies dedicated to improving student spaces; and
- vi. manage student spaces (furniture, artwork, equipment).

### 5.2 The Environment Department will consist of the following elected positions:

- i. Environment Director.