



COMMUNITY REPRESENTATIVE

INTRODUCTION

The Women's College is the leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

HOUSE COMMITTEE

The House Committee of the Students' Club comprises 11 student leaders (three Executive positions and eight non-Executive positions). The House Committee is part of the College's student leadership team and is elected annually by all members of the Students' Club of the College. Each year the incoming House Committee identifies goals to achieve during its term in office. The Committee is responsible for ensuring these targets are reached, in alignment with the College's purpose to inspire, connect and empower women.

The House Committee's purpose is to:

- Promote the welfare of the students of the College
- Uphold the values of the College
- Provide an inclusive College environment that champions community, cultural, sporting and social endeavours.

The House Committee endeavours to:

- Effect good self-governance outcomes while adhering to the policies and compliance requirements of the College
- Consider the environmental and sustainability impact of all proposed events and activities
- Understand how their activities contribute to the goals of diversity, inclusion and positive College culture.

THE POSITION

The Community Representative plays an integral role within the House Committee. The role has overall responsibility for all philanthropic endeavours of the Students' Club and is responsible for liaising with the convenors of Women's College Country, Environment, FemCo, Global, LGBTQI+ & Allies, Reconciliation, STEM, Disability and Inclusion, Volunteering and Affiliate clubs. The position is also the advocate and spokesperson for social inclusion and is often the liaison between the Alumnae and Philanthropy Manager and the student body.

The Community Representative role offers valuable professional and personal development opportunities, including specialised leadership and mentoring training. The experience and skills development will position the officeholder competitively in the graduate careers market.

LEADERSHIP EXPECTATIONS

Students in leadership positions are ambassadors for the College. They are expected to be exemplary role models and be positively aligned with the College's strategic direction and values of scholarship, leadership, equity and connection.

Student leaders of The Women's College demonstrate:

- A commitment to the advancement of Women's College and its students
- Outstanding integrity and advanced understanding of the concept of confidentiality when dealing with sensitive information
- The importance of reputation management and support the College's practices and policies
- Full availability during Leaders' Handover Day, Leaders' Training Week, Welcome Week, Welcome back inductions and any other leadership and professional development activities
- An excellent example and guidance for aspirational future Community Representatives.

RESPONSIBILITIES

A. Governance & Representation

- Attend all House Committee meetings, always being prepared and contributing positively to discussions
- Meet with the staff mentor (Dean of Students/Alumnae and Philanthropy Manager) monthly
- Report to the House Committee on the current status of community-based service and engagement activities within the College
- Represent the College at charitable and relevant community events internally and externally

B. Community Leadership & Coordination

- Meet with all Community Convenors at the start of each semester to discuss their philanthropic plans and contributions for the semester
- Regularly liaise with and support the Community Convenors throughout the semester
- Work to ensure the Women's College community is accepting and welcoming of all students, i.e. actively promote diversity and inclusion
- Assist with organising Acknowledgement of Country speakers at Formal Dinners and other events, remaining culturally sensitive and mindful of colonial load
- Build community through regular and effective connection within senior leadership group (House Committee, Resident Assistant and SRA team, Academic Assistants) and amongst convenors groups
- Clear communication with the House Committee, the Treasurer and the Bursar for philanthropic donations
- Be an exemplary role model for aspirational future Community Representatives

C. Event Planning & Philanthropy

- Plan and deliver key annual philanthropic events such as Cake Auction and inclusion in RA Charity Picnic
- Advocate for the incorporation of philanthropic measures in College activities at weekly House Committee meetings when discussing event planning
- Actively pursue opportunities to work with intercollegiate counterparts on philanthropic initiatives
- Attend all clean up and pack down events run by current House Committee

D. Communication & Engagement

- Effectively communicate College activities to ensure widespread awareness and inclusion in a timely and appropriate manner, including but not limited to: all social media channels, push

notifications through sub-chat groups, digital screens throughout College, posters/banners/flyers, Formal Dinner announcements, etc.

- Maintain an effective community noticeboard to allow for a streamlined communication channel for community events and to enable community groups to collaborate where desired

E. Professional Development & Legacy

- Lead others by example to be an exemplary professional role model for the College
- Prepare and revise detailed handover notes for the incoming position holder in the following year
- Write a summary of the year for the College yearbook and deliver it and a selection of photographs to the Yearbook Convenors by the due date (usually September)
- Other duties as required by the Senior Student and/or Principal.

SKILLS & ATTRIBUTES

- Motivated, outgoing and enthusiastic with a willingness to share positive experiences about studying at The Women's College
- Ability to implement assigned tasks, work independently and take initiative
- A commitment to creating an equitable environment between years within College
- Possess a demonstrated track record of involvement in College life
- The ability to develop a rapport with students and readiness to act as their spokesperson, as well as asking students to carry out particular ambassadorial tasks
- Skills in promotion and/or a marketing orientation desirable
- Capacity to be organised, complete tasks efficiently and effectively, have a mature outlook and be able to judge when a situation requires delicacy in approach and diplomacy
- Ability to liaise professionally (and at times confidentially) with College staff, students and stakeholders
- Demonstrate and role-model a positive approach to the College's values and culture.