



CULTURAL 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 Cultural Representative has overall responsibility for the fair auditions and selection by an external, unbiased expert of all Palladian Cup individual and ensemble representatives; for maintaining regular and transparent communication with cultural convenors and staff; and for ensuring a consistent ethical standard across each cultural group. The position also holds an important and visible role in the coordination of performers for College events and the management of non-Palladian cultural events within the College community.

The Cultural 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 Cultural Representatives.

RESPONSIBILITIES

A. Governance & Representation

- Attend all House Committee meetings, always being prepared and contributing positively to discussions
- Meet with the Dean of Students and/or Co-Curricular Manager (the Cultural Representative's staff mentors) fortnightly
- Provide a report on activities at each House Committee meeting
- Maintain and promote close, effective communication with the USU and other colleges in relation to Palladian events
- Attend Intercollegiate Palladian meetings with USU and maintain good relationships with Intercollegiate Palladian representatives

B. Cultural Leadership & Convenor Management

- Ensure cultural convenors understand and adhere to their roles and responsibilities, and the relationship of performance to room point allocations
- Ensure convenors understand celebratory dinner guidelines, student leader guidelines and other relevant College policies
- Ensure convenors complete their specific tasks, including sign-out and return of costumes, props and equipment (where relevant), submission of Yearbook entry, and liaison with Photography Convenors to ensure all activities are suitably covered
- Manage the Cabaret Convenors in the creation of the annual Cabaret production
- Liaise with and support Phoenix Player and cultural convenors in developing performances for internal College events and annual College performances (outside of Palladian competitions)
- In conjunction with the Dean of Students and the Secretary, meet with all Palladian convenors at least twice each semester, or as required
- In consultation with the Dean of Students and Co-Curricular Manager, ensure all convenors adhere to the volunteer or employment practices of the College when engaging coaches or advisors
- Along with the Sport Representative, manage and meet with the Spirit convenors each semester

C. Event Coordination & Performance Management

- Coordinate the Formal Dinner performance and Acknowledgment of Country each Monday evening, informing the Dean of Students and Events Manager of details on the Friday prior

- Arrange performers for events as requested by the College e.g. alumnae functions, parent dinners, Grandparent's High Tea, etc.
- Monitor the progress of all Palladian events, attending auditions and ensuring each audition is overseen by an independent, suitably skilled and impartial pre-approved third party
- Execute a consistent standard of expectations for performers, which extends to rehearsal attendance and evidence of commitment
- Ensure all convenors and competitors in Palladian events are aware of the rules for each event in order to avoid potential disqualifications
- Support all cultural endeavours within the Intercol community which have Women's students involved, both Palladian or otherwise

D. Communication & Community Building

- Announce performers at Formal Dinner, in addition to updating the College community on Palladian news and co-host Little High Table
- Communicate with all cultural convenors prior to announcement of final selection to safeguard objectivity and scaffold potential disappointment from unsuccessful performers
- Keep an accurate and up-to-date database of all cultural group members and convenors
- Announce the time and venue of performances and results in an appropriate and respectful forum
- Attend all Palladian events and encourage the same level of attendance from the College community
- Effectively communicate College activities to ensure widespread awareness and inclusion, 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.
- Build community through regular and effective connection within senior leadership group (House Committee, Resident Assistant and SRA team, Academic Assistants) and amongst convenors groups

E. Professional Development & Legacy

- 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)
- Assist with all House Committee led events, including set-up and clean-up
- Other duties as required by the Senior Student and/or Principal.

SKILLS & ABILITIES

- 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.