



THE WOMEN'S COLLEGE

Within the University of Sydney

SECOND YEAR 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 Second Year Representative is the advocate and spokesperson for the second year cohort and is often the liaison between the students and the staff. The role also includes responsibility to work with staff to organise The Women's College merchandise for students.

The Second Year 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 Second Year Representatives.

RESPONSIBILITIES

A. Governance & Representation

- Attend all House Committee meetings, always being prepared and contributing positively to discussions
- Meet with the Vice Principal (the Second Year Representative's staff mentor) fortnightly

B. Year Group Leadership & Inter-Year Relations

- Advocate for second-year students to House Committee and staff
- Liaise with the First Year, Third Year, and Sibyl Society Representatives to promote inter-year mixing and inclusion, working effectively to organise inter-year events in line with College guidelines
- Organise a minimum of one second year event each semester in line with the College guidelines
- Lead other second-year students by example

C. Wellbeing & Recognition Programs

- Work to implement wellbeing and safe and inclusive social initiatives
- Organise the 'Wizzie of the Week' roster, accept nominations and announce the winner at Formal Dinner each week

D. Communication & Community Building

- 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 (e.g. RA wing chat groups, Rep chat groups, Spirit and Community convenors, etc.), 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

- 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)
- Prepare and revise detailed handover notes for the incoming position holder in the following year
- Attend all clean up and pack down events run by current House Committee
- 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
- 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
- A high level of professionalism and enthusiasm with outstanding interpersonal skills and communication skills
- The ability to work as part of a team and independently to complete allocated tasks
- Ability to show initiative and to work with minimal supervision
- Proven time management and organisational skills
- Demonstrate and role-model a positive approach to the College's values and culture.