



SECRETARY & VICE SENIOR STUDENT

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 Secretary & Vice Senior Student plays an integral role in the House Committee Executive and in the overall coordination of the House Committee and its activities. She acts as a constant and confidential support to the Senior Student and is her delegate when necessary, guiding collaboration within the House Committee. The position requires exceptional administrative efficiency and effective delivery of activities within the frameworks of the Students' Club constitution and College policies. The Secretary & Vice Senior Student is simultaneously a member of the House Committee Executive (chaired by the Principal) and the House Committee.

The role of Secretary & Vice Senior Student 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 Secretaries & Vice Senior Students.

RESPONSIBILITIES

A. Governance & Representation

- Meet with the Vice Principal (the Secretary & Vice Senior Student's staff mentor) fortnightly
- Attend, organise and circulate the agenda, minutes and maintain accurate records of House Committee Executive fortnightly meetings with the Principal and senior College staff
- Maintain up-to-date room point tallies and convenor lists and circulate to House Committee Executive as requested
- Attend all House Committee meetings, always being prepared and contributing positively to discussions
- Monitor Students' Club activities to ensure all actions and decisions are compliant with College policies and the Students' Club constitution, and be confidently fluent with these guidelines
- Act as an unwavering support to the Senior Student, serving as a confidential ally for debrief and identifying solutions for internal conflict while exhibiting a commitment to unity and to the larger aims of the College administration
- Deputise for the Senior Student when required

B. Administrative Excellence & Record Keeping

- Oversee and, where required, award and adjudicate the allocating of room points throughout the year
- Coordinate the room draw at the end of Semester 2 of her elected year; additional room draws may be held as required on the advice of staff
- Maintain objectivity and consistent, clear communication throughout the room draw process/es
- Along with the House Committee, conduct a review of room draw early in Semester 1 in the year of her office, with a view to making adjustments where necessary to improve the fairness, transparency and efficiency of the process

C. Communication & Community Engagement

- Effectively communicate College activities to ensure widespread awareness and inclusion, including but not limited to: regular Woogle updates, 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.

- Maintain Facebook pages and College affiliated groups and other social media accounts where relevant, ensuring membership of these groups is correct and up to date, and aligned with College policies and values of inclusion and transparency
- Liaise with Senior Student, College staff and House Committee members to ensure that all competitions and social events are aligned with College policies and guidelines
- Ensure that College staff are aware of events in advance
- Enthusiastically attend all cultural and sporting College events and encourage the same enthusiasm from peers

D. Leadership Development & Coordination

- Work in partnership with the Senior Student and House Committee Treasurer to achieve the House Committee objectives
- Manage the recruitment and appointment of student convenors by advertising roles, accepting applications and facilitating the selection process
- Ensure all convenors read and understand their position descriptions, College policies and Student Leader Guidelines, and meet with their Staff and student mentors regularly
- Delegate tasks where appropriate to ensure that House Committee members are on track when organising Students' Club activities
- Aim to resolve disputes between members of the House Committee, while supporting the Senior Student as a priority position
- Review all convenorship and House Committee position descriptions preceding the elections of members for the following year

E. Planning & Legacy

- With the Senior Student, Treasurer and Staff, prepare an annual calendar of events and activities to ensure better planning and preparedness
- Prepare 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)
- As a member of House Committee, assist with and attend all House Committee events, including set up and clean up
- Other duties as required by the Senior Student and/or Staff.

SKILLS & ATTRIBUTES

- Exceptional organisational skills, demonstrating exemplary attention to detail and capable of managing competing priorities
- Proven ability to work collaboratively and liaise professionally with a range of stakeholders
- Willingness to take personal responsibility and use initiative to solve problems
- Ability to communicate effectively and diplomatically with students from all years in College
- Ability to speak assertively, while demonstrating a respect for fairness and transparency
- Fluency in social media and an ability to communicate effectively and carefully via this medium (particularly Facebook and Instagram)
- Confidence and ability to retain perspective while making difficult decisions under pressure
- Approachable and accessible demeanour
- An understanding of when to 'refer up' and when to delegate tasks
- Advanced skills in Microsoft Teams, Outlook, Excel and Word.