



THE WOMEN'S COLLEGE

Within the University of Sydney

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 Senior Student is the elected leader of the House Committee and Students' Club and is an ex-officio member of the College Council. She ensures that the Committee functions ethically with good governance practices, that there is inclusive discussion and participation from members during meetings, and that effective decisions are made and acquitted. The position requires effective delivery of activities within the frameworks of the Students' Club constitution and College policies. The Senior Student is simultaneously a member of the House Committee Executive (chaired by the Principal) and the House Committee.

The role of 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 Principal (the Senior Student's staff mentor) fortnightly
- Represent the Students' Club at College Council meetings, and report on initiatives and programs at the request of the Principal
- Advocate for the objectives of the House Committee and Students' Club while upholding the strategic goals and values of the College
- Chair effective regular House Committee meetings, making sure each meeting is conducted according to the Students' Club Rules and that matters are dealt with in an ethical and efficient manner
- Establish productive working relationships with students holding counterpart roles within the intercollegiate community

B. Leadership & Community Building

- Develop a cohesive student leadership team and a cohesive student body. Build community through regular and effective connection within senior leadership group (House Committee, Resident Assistant and SRA team, Academic Assistants) and amongst convenors groups
- Work collaboratively and transparently with the Dean of Students and the Resident Assistant team to create a program of comprehensive, safe, student-focussed events during Welcome Week and throughout the year
- Take on the formal mentoring of the First Year Representative when she is elected in Semester 1
- Enthusiastically attend cultural and sporting College events and encourage the same enthusiasm from peers and the student body

C. Communication & Administration

- Monitor and modify, where necessary, all College-affiliated social media accounts, ensuring that the Dean of Students has administrative abilities for each account
- 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 dinners, etc.
- Responsible for student-related announcements prior to each Formal Dinner and undertaking official duties at Formal Dinners and major events at the request of the Principal
- Monitor the progress of Committee goals, ensuring aims are being met by set deadlines

D. Sisterhood Program

- Oversee the Sisterhood program, including the Second Year Rep in the planning and organising of the program
- Develop a schedule of Sisterhood events and activities through the year, including them in the social calendar (e.g., Sisterhood seating at a Formal Dinner)
- Meet with the Sisterhood Convenors and the Second Year Rep regularly throughout the year to maintain consistency in the program
- Regularly provide feedback and updates on the program to the House Committee Executive and Principal

E. Planning & Legacy

- With the Secretary & Vice Senior Student and Treasurer, prepare an annual calendar of events and activities to ensure effective planning and preparedness
- Prepare detailed handover notes for the incoming position holder
- 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 Principal and/or staff.

SKILLS & ATTRIBUTES

- Excellent written and interpersonal communication skills
- 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
- Comfortable with delegating tasks respectfully and effectively i.e. play to the strengths of others and develop their capacities to lead and deliver successful outcomes
- Competency in formal public speaking and leading facilitation between various interest groups
- 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.