



UNIVERSITY & INTERCOLLEGE 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 University & Intercollege Representative has overall responsibility for the activities and outreach endeavours of the Students' Club including the social and cultural change opportunities that may arise. The position also advocates for diversity and social inclusion and is often the liaison between the House Committee and the University's student interests and the other campus colleges.

The University and Intercollege 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 University and Intercollege Representatives.

RESPONSIBILITIES

A. Governance & Representation

- Attend all House Committee meetings, always being prepared and contributing positively to discussions
- Meet with the Dean of Students (the University & Intercollege Representative's staff mentor) monthly
- Apprise yourself of the detail governing intercollege events that have been agreed upon at the Heads of College level (e.g. use of logos, approved Intercollege events)
- Report to the House Committee on the current status of relevant activities within the University, intercollege community and the College
- Represent the College at relevant University and intercollege events internally and externally

B. Intercollege Relations & Collaboration

- Coordinate opportunities to extend invitations to students at other colleges to selected and approved Women's College events in order to extend intercollegiate friendships; this may extend to university organisations etc. in some circumstances e.g. USU and SUSF
- Explore the implementation of non-competitive intercollege activities, perhaps related to charities (e.g. the Intercollege Charity Stand) and city events (e.g., Intercollege City2Surf)

C. University Engagement & Competition Coordination

- Promote University events and activities to College students to encourage broader participation beyond College on campus
- Oversee the Intramural Competition by liaising with Social Sport convenors and Sports Representative to organise teams

D. Community Building & Inclusion

- Work to ensure the Women's College community is accepting and welcoming of all students and actively promote diversity and inclusion
- Lead others by example to be an exemplary professional role model for the College
- 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)
- 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
- 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
- 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.