

# THE MEDIA DEPARTMENT

<b>Responsible Person:</b>	Coordinator, Student Representation
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<b>Version:</b>	2.0

## CONTENTS

The Media Department.....	2
The Media Officers.....	2
Versioning.....	7
Declaration.....	7

## The Media Department

The Media Department produces *Farrago*, the University of Melbourne's official student magazine, as well as UMSU's very own radio station *Radio Fodder*. UMSU Media also runs a writing competition called *Above Water* with the Creative Arts Department!

Established in April 1925, *Farrago* has lived through some tumultuous times. Our publication is the oldest in Australia when it comes to student media and hopes to continue publishing the weird, wild and wonderful works of students and alumni at the University of Melbourne. We will publish anything. Our Latin namesake births "a confused variety of miscellaneous things" into words and art that we share around campus.

In 2005, *Radio Fodder*, an online radio streaming service was brought to life. The Radio Station plays on-air throughout the semester and allows students the opportunity to create podcasts, listening shows or musical entertainment. A number of successful shows have existed throughout the years including *Diva Dive*, *MudCrabs*, and many more.

Each year the Media Department finds itself building up (or expanding upon) a weird and wonderful team of creatives, to contribute towards *Farrago*, *Radio Fodder*, and whatever other projects the Department sets its mind to. All this lovingly edited and published by the Media Officers!

## Composition of the Department

The Media Department is composed of the following volunteer roles:

- At least three or a maximum of four elected Officer Bearers; and
- At least one Collective, open to any students.

Note, the Media Department does not have a committee. Instead, any business of the Media Department goes through the Students' Council.

## The Aims & Objectives of the Department

It is the responsibility of the Media Officers to ensure that the aims and objectives of the Media Department are upheld, through the means of publications, events, projects, and/or campaigns implemented throughout their term. The aims and objectives of the Media Department include:

- a) to promote greater Student participation in all forms of media;
- b) to provide opportunities for Students to gain skills in publishing, writing, editing design and broadcasting; and

- c) to inform students about news, events, activities, and matters of importance within the Student Union.

## The Media Officers

### Roles & Accountabilities of the Media Officers

The Media Officers must use their best endeavours to implement or carry out the Constitutional purposes of UMSU, the aims and objectives of the Media Department and the decisions of the Students' Council. The Media Officers are accountable to, and subject to the direction of, the Students' Council. The Officers must provide support and resources for their Committee and the Students' Council over the course of their term. All Officers must act in accordance with the requirements of UMSU's Constitution (together with all UMSU Policies and Regulations), the *Associations Incorporation Reform Act 2012* (AIR Act) and the requirements of the Australian Charities and Not-for-profit Commission (ACNC), including the ACNC Governance Standards. The Media Officers must exercise reasonable care and diligence in carrying out their duties as a member of Council as well as all additional duties arising from their Office.

### Responsibilities of the Media Officers

As outlined in the UMSU Constitution and subject to other provisions, the Media Officers' responsibilities are:

- a) to produce regular editions of a student newspaper, showcasing Student opinion and creativity, and UMSU activities;
- b) to take reasonable steps to ensure all Media Department publications and broadcasts do not contravene the aims and purposes of UMSU;
- c) to take reasonable steps to ensure the accuracy of all information published or broadcast by the Media Department;
- d) to operate a radio station, including ensuring that UMSU complies with the terms of its community broadcasting licence;
- e) to promote greater Student participation in all forms of media, including, but not limited to:
  - i. supporting publications produced by other Officers;
  - ii. producing election broadsheets;
  - iii. producing weekly newsletters;
  - iv. liaising with other media outlets;
  - v. broadcasting news and other information;
  - vi. training Students;

- vii. being involved with art festivals; and
- viii. supporting other Student media initiatives; and
- f) to provide opportunities for Students to gain skills in publishing, editing and design.

## Duties of the Media Officers

In addition to their constitutional responsibilities, the Media Officers of UMSU are also obligated to carry out the following duties throughout their term:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing trainings throughout their term.
- Prepare and implement the departmental budget for their year in office.
- Engage in a courteous and respectful manner with members of Council, their Committees, and UMSU staff.
- Ensure they are accessible to students for a reasonable proportion of hours each week, with availability indicated on their office door and the UMSU website.
  - A reasonable proportion of hours per Office being approximately 25 per week.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.
- Have familiarity with, implement, and act according to the *Publishing Regulations*, *Student Media Policy*, and *Social Media Publishing Policy and Procedure*.
- Ensure Media Department publications are compliant with the standards set out in the above regulation and policies.
- Liaise with other UMSU Departments and student organisations to further the interests of students and the betterment of UMSU activities.
- Maintain the Media Department web page.
- Liaise with grant applicants and recipients at the direction of the Students' Council.
- Attend and prepare appropriately for all Students' Council meetings, including taking the time to read and consider all papers in advance.
  - Students' Council meets fortnightly within Semester and monthly during summer and winter breaks
- Attend and prepare appropriately for all Office Bearer meetings scheduled by the General Secretary.
- Attend and prepare appropriately for meetings of any Student Advisory Groups (SAG) in which the Officer is a member.
  - See *Advisory Groups Policy* for list of SAGs, membership, and Terms of Reference.

- Attend, prepare appropriately, and facilitate where necessary, all Working Groups in which the Officer has either voluntarily committed, been directed by Committee or Students' Council, or is required by Regulation to participate.
- Report in writing to each ordinary Students' Council meeting an accurate summary of their actions and achievements, recommendations for Media expenditure for Council's consideration, funds expended, and reporting on any conferences attended in their capacity as an Officer, since the previous report.
- Compile an annual report for the Students' Council at the end of their term, summarising their actions and achievements throughout the year and relevance to the Department, an evaluation of the success or otherwise of events, projects and campaigns undertaken throughout the year, and any recommended Department actions to be considering for implementation by future Officers.
- At the end of their term, complete all handover duties reasonably required by the General Secretary.
- Act in accordance with the Council Charter at all times while in office.

If an Officer is unable to fulfil any or all of the above obligations due to extenuating circumstances or disability, supports with and/or adjustments will be made available.

## Implementation

The Media Officers are the heart of the Media Department, elected to be the executor the Farrago magazine, Radio Fodder, and any other UMSU medias. Collaborating with collective/s of creatives, Students' Council, other Departments, and external organisations, the Media Officers will spend their term implementing the aims and objectives of the Media Department through regular publication of Farrago, semesterly scheduling of Radio Fodder, journalistic endeavours, running events, creative competitions, and/or projects. They will fulfil their fiduciary duties as an elected representative by acting honestly, in good faith, and through acting in the best interests of UMSU to the best of their abilities. The Officers will also uphold their obligations to the UMSU Constitution and good governance practices through attending and participating in Students' Council meetings, responsibly managing their department budget, and reporting back on their activities to the Students' Council. The Media Officers will also foster and resource any Collectives existing within the Department. Finally, the Media Officers above all will be, to their best capacity, accessible and available to students, and act in good faith as their elected representative.

## Time Commitment & Recognition of Services

The Media Officers are expected to be accessible to students for a reasonable proportion of their weekly hours, as well as making themselves available for their commitments during semester times, including:

- Production of regular editions of the *Farrago* magazine;
- Operation of the *Radio Fodder* radio station;
- Students' Council Meetings (fortnightly);
- Officer Bearer Meetings (fortnightly);
- All scheduled training;
- All scheduled meetings of any Working Groups of which they are a member;
- All scheduled meetings of University committees of which they are a member;
- All events, campaigns, collectives, and/or projects in which they are coordinating; and
- General administration work in maintaining the Department.

In recognition of these services and activities, Officers are awarded an honorarium, as set by Students' Council. The honorarium is an *ex-gratia* payment, i.e., an honorary reward for voluntary services. For 2024, the honorarium was set at **\$26 836** per Officer of the Media Department. However, the Media Officer honoraria may be set annually by Regulation of the Students' Council, pursuant to 6.8(f) of the Constitution. Upon completion of their term, all UMSU elected representatives are also eligible for a Melbourne Plus digital credential.

[Melbourne Plus](#) is the University's program for recognising your participation in co-curricular activities and the capabilities you develop through them. Serving as an elected student representative is eligible for recognition through Melbourne Plus as it helps students develop their capability in *People Leadership*. When students have completed their terms, they will have the opportunity to reflect on how their time at UMSU helped develop this capability; and will receive a digital credential that is verified by the University of Melbourne. This credential can be shared across networks and students may use it, along with the reflection piece, to demonstrate and articulate their capabilities in the future.

## Versioning

TITLE	PARA. AMENDED	APPROVAL DATE
Statement Enacted		07/12/2022
Language Amended	5, 11, 14	18/10/2023

## Declaration

I acknowledge that I have read, understand, and agree to the role and responsibilities of my position as outlined in this document, and consent to act in the capacity of an elected representative of UMSU with effect from the date of my appointment or election.

I have read and agree to comply with the UMSU Constitution.

I have read and agree to comply with the UMSU Council Charter.

I have read and agree to comply with the Policies and Regulations of UMSU.

<b>Elected Representative's Signature</b>		<b>Name</b>	
		<b>Date</b>	