

THE ACTIVITIES DEPARTMENT

Responsible Person:	Coordinator, Student Representation
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The Activities Department

The Activities Department is here to provide highlights to the student university experience that aren't assignments or group projects! The role of the Activities Department is to provide the fun on (and sometimes off!) campus, and help students create long-lasting memories and friendships. This department brings on events the likes of UMSU's infamous Tuesday Bites & Bustles, entertainment, festivals, and opportunities to meet new people and make great memories.

The Officers, Committee, and Collective of this department can be found thriving over a BBQ bonanza, hosting trivia nights, throwing comedy competitions, and boosting vibes across campus to make sure everyone is having a great time, all the time.

Composition of the Activities Department

The Activities Department is composed of the following voluntary positions:

- One or two elected Officer Bearers;
- Up to seven elected Committee Members;
- At least one Collective, open to any students, as facilitated by the Committee.

The Aims and Objectives of the Activities Department

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

- a) to oversee the social and recreational activities of UMSU;
- b) to oversee orientation planning and activities;
- c) to organise and promote events including, but not limited to, concerts, barbecues, balls and union nights for Students;
- d) to liaise with Student organisations and bodies in order to expand, develop and co-ordinate the range of cultural events and social activities for Students; and
- e) to liaise with the Arts Department, Union House Theatre and the Mudfest steering Committee to expand, develop and co-ordinate artistic activities for Students.

The Activities Officers

Roles and Accountability of the Activities Officer

The Activities Officer must use their best endeavours to implement or carry out the Constitutional purposes of UMSU, the aims and objectives of the Activities Department and the decisions of the Activities Committee. The Activities Officer is accountable to, and subject to the direction of, the Activities Committee and Students' Council. The Officer 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 Activities Officer 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.

Duties of Officer

The Activities Officer of UMSU has an obligation to:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing training throughout their term.
- In conjunction with the Activities Committee, prepare and implement the departmental budget for their year in office.
- Ensure that all expenditure of the Activities Committee and its Officers is authorised and administered in accordance with UMSU regulations and policy, including, but not limited to, the UMSU Financial Regulations, and UMSU Financial Controls Policy.
- Engage in a courteous and respectful manner with members of Council, their Committee, 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, where held solely by one Officer, or 15 hours per week for each officer, when the office is managed jointly.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.
- Conduct themselves and all operations run by the Activities Department in accordance with UMSU's Child Safe Policy, to foster student engagement in a child-safe manner.

- Ensure any Activities Department publications are compliant with the standards set out in the *Publishing Regulations, Student Media Policy, and Social Media Publishing Policy and Procedure*.
- Liaise with other UMSU Departments and student organisations to further the interests of students and the betterment of UMSU activities.
- Maintain the Activities Department web page with the actions and decisions made by the Activities Committee
- Liaise with grant applicants and recipients at the direction of the Committee.
- Attend and prepare appropriately for all Students' Council and Committee meetings, including taking the time to read and consider all papers in advance.
- Both Students' Council and the Activities Committee meet at least once per calendar month, 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, including reporting back to the Activities Committee on any actions made.
 - 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.
- Facilitate the meetings of the Activities Committee, including determination of meeting schedule, preparation and distribution of notice and papers, chairing of meetings, and the recording and publishing of minutes.
- Report in writing to each ordinary Students' Council and Committee meeting an accurate summary of their actions and achievements, a record of monies approved for expenditure, 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 and the Activities Committee 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 Activities Officer is the heart of the Activities Department, elected to be the executor of all things student-focussed activities on campus. Collaborating with their Committee, Students' Council, other Departments, and external organisations, the Activities Officer will spend their term implementing the aims and objectives of the Activities Department through means of events, projects, and/or campaigns. 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 Officer will also uphold their obligations to the UMSU Constitution and good governance practices through facilitating regularly scheduled committee meetings, responsibly managing their department budget, and reporting back on their activities to the Committee and Students' Council meetings. The Activities Officer will also assist their Committee in fostering and resourcing any Collectives existing within the Department. Finally, the Activities Officer 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 Activities Officer is 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:

- Students' Council Meetings (monthly);
- Activities Department Committee Meetings (monthly);
- Officer Bearer Meetings (as determined by the General Secretary);
- 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** for an Office held

individually, with Officers holding an Office **jointly receiving 60%** of the set honorarium per Office Bearer. Students' Council is responsible for reviewing honoraria as part of its annual budget process. 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.

Activities Committee Members

Composition of the Activities Committee

- a) Seven voting representatives, of whom at least half, rounded up, must be Women.
If at least this number of candidates are not Women, those places not filled by Women may be filled by other candidates;
- b) The relevant Officer or Officers as non-voting representative; and
- c) Up to three additional non-voting representatives co-opted by the Committee.

The Activities Committee must comprise of Members of UMSU. The Committee is elected by all enrolled Students.

Roles and Accountabilities of Activities Committee Members

The Activities Department has a Committee, known by the name of its Department. The Activities Committee must consist of the representatives elected, appointed, or co-opted to the Activities Department. The Activities Committee is responsible in the relevant area of activity to which the Committee relates for, in this case being UMSU Activities. The role of the Activities Committee includes:

- i. Setting the direction of the Department
- ii. Developing Department Policy
- iii. Developing and administering the Committee's budget and finances
- iv. Overseeing grants to Students
- v. Encouraging Student discussion of, and participation in, activities relating to the Department
- vi. Fostering, resourcing, and consulting a Collective corresponding to the Department which, unless restricted elsewhere, is open to all Students
- vii. Direction of the relevant Officer
- viii. Implementing the purposes of UMSU, and
- ix. Implementing the aims and objectives of the Department.

The Activities Committee, whilst responsible for determining Policy and making decisions relevant to the Activities Department, is subject to Students' Council. The Students' Council has overall responsibility for UMSU and ultimate decision-making power, however, may, to the extent consistent with the Purposes of UMSU, have due regard to the decisions and/or recommendations of the Activities Committee regarding relevant determinations. All Committee Members must act in accordance with the requirements of UMSU's Constitution (together with all UMSU Policies and Regulations), the *Associations Incorporation Reform Act 2012* and the requirements of the ACNC, including

the ACNC Governance Standards. The Activities Committee must exercise reasonable care and diligence in carrying out their duties.

Duties of Committee Members

In addition to upholding the aforementioned responsibilities, each member of the Activities Committee has an obligation to:

- Attend and participate in an induction program at the beginning of their term, as well as any ongoing trainings throughout their term.
- In conjunction with the Activities Officer, prepare and implement the departmental budget for their year in office, ensuring that the financial affairs of the Department are managed responsibly.
- Engage in a courteous and respectful manner with members of the Committee.
- Have familiarity with and provide information and assistance to students with regards to UMSU Regulations and Policy.
- Provide direction to their Officer towards the fulfilment of the Department's area of activity.
- Hold the Activities Officer accountable to their obligations as Office Bearer.
- Attend and prepare appropriately for all Committee meetings, including taking the time to read and consider all papers in advance.
 - The Activities Committee meets at least once per calendar month
 - Preparation and attendance of these committee meetings can range from 2-5 hours per month..
- Elect representative(s) from the Committee to attend any Student Advisory Group (SAG) meetings in which the Activities Department requires representation, as outlined in the *Advisory Group Policy*.
- Act in accordance with the Council Charter at all times while in office.

If any Committee Member 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 Activities Committee is the body of the Activities Department, elected by the students, for the students to represent all things regarding student-focussed activities on campus. Committee members will find themselves meeting regularly throughout the year with the Department Officer to make decisions around what events, projects, and/or campaigns the Department will run. Committee members should be familiar with the UMSU Regulations & Policies when making any decisions or actions, and act in UMSU and the Department's best interests at all times. The Committee will also foster and resource any Collectives existing within the Department. Finally, it is up to the Committee to ensure that the direction and activities of the Activities Department fulfil the Department's aims and objectives, to ensure that students on-campus get the fullest benefit the Department has to offer.

Versioning

TITLE	PARA. AMENDED	APPROVAL DATE
Statement enacted		07/12/2022
Language amended	2, 5, 6, 9, 16	11/10/2023
Language amended	Duties of Officer pts 3, 8	04/08/2025

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.

Elected Representative's Signature		Name	
		Date	