

THE PRESIDENT

Responsible Person:	Coordinator, Student Representation
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The President

The President is the face of UMSU and assumes ultimate responsibility for UMSU's relationship with its constituents, and the broader university community. As the spokesperson for UMSU, the President serves to continue the long tradition of activism and student unionism at the University of Melbourne. The President is the key liaison between UMSU, students, Chancellery, and the broader community. As such, it is critical that the President serves in the best interest of UMSU, and in conformity with the UMSU Constitution and its regulations. It is the President who champions UMSU's campaigns and dialogue with the University. As the spokesperson for UMSU, the President will be the contact for all media enquiries, the National Union of Students and other student unions, and other external stakeholders. For UMSU, the President must be a role model of good governance, active engagement with students, and passion for UMSU's objectives and goals.

Role and Accountability of the President

The President must work closely with the CEO and use their best endeavours to implement and carry out the Constitutional purposes of UMSU. The President is accountable to, and subject to the direction of, the Students' Council. Over the course of their term, the President will provide support and resources for all Elected Student Representatives. The President also has a key leadership position and is a member of UMSU's management team. The President 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 President 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 President

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

- a) To act as spokesperson for UMSU;
- b) To implement the Purposes and Policies of UMSU;
- c) To be available for Student consultations on any matter relating to the interests of Students at the University;

- d) To carry out such other duties as are prescribed by the Constitution and the Regulations or directed by the Students' Council; and
- e) To assume the role of General Secretary, in accordance with sub-rule 6.9(f) of the Constitution if a vacancy occurs.

Duties of the President

In addition to their constitutional responsibilities, the President of UMSU is 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 training throughout their term.
- 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 for this role being approximately 25 per week.
- Have strong familiarity with and provide information and assistance to students and representatives with regards to UMSU Regulations and Policy.
- In collaboration with the CEO, liaise with UMSU Departments, UMSU staff, the University of Melbourne, and other student organisations to further the interests of students and the betterment of UMSU activities.
- Maintain the UMSU President web page with the actions made by the President and UMSU at large, as well as updated with the President's News.
- Attend and prepare appropriately for all Students' Council and Operations Sub-Committee (OpSub) meetings, including taking the time to read and consider all papers in advance.
 - Students' Council meet fortnightly within Semester and monthly during summer and winter breaks, OpSub must always meet fortnightly.
- Attend and prepare appropriately for all Office Bearer meetings scheduled by the General Secretary.
- Attend and prepare appropriately for meetings of all Student Advisory Groups (SAGs) and, along with the General Secretary, provide reports back to Students' Council.
- Attend, prepare appropriately, and facilitate where necessary, all Working Groups in which they have either voluntarily committed, been directed by Students' Council, or are required by Regulation to participate.

- Report in writing to each ordinary Students' Council meeting an accurate summary of their actions and achievements, a record of monies approved for expenditure, funds expended, and reporting on any subcommittees held and/or 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 UMSU, an evaluation of the success or otherwise of projects, campaigns, working groups, etc. undertaken throughout the year, and any recommended actions to be considering for implementation by future Presidents and/or Students' Council.
- 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.

The UMSU President serves as a member of UMSU Management. Throughout their term in this position, the President is expected to work closely with the CEO and UMSU Management and fulfil the following:

- Attend and participate in UMSU Management meetings.
- Liaise between student representatives and UMSU staff.
- Assist in staff and volunteer recruitment as an interview panel member, unless otherwise delegated to another student representative or staff member.
- Alongside the CEO and General Secretary, review and authorise any expenditure requests as required of the Financial Regulations, as well as act as signatory for any cheques made out on behalf of UMSU.
- Support the General Secretary and CEO in liaising with key stakeholders at the University, including attending meetings and working groups, and reporting back to Students' Council.

As the spokesperson of UMSU, the President is the only student representative with the authority to issue a press release or otherwise communicate with the media on behalf of UMSU. This may only be in a manner that is consistent with the *UMSU Regulations for Student Representatives, Publishing Regulations, and Social Media Publishing Policy and Procedure*.

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

Implementation

The UMSU President is elected to be the spokesperson of UMSU, the face and heart of the Student Union and everything it represents. Within the organisation, the President serves as a member of UMSU Management, working closely with student representatives and staff. Externally, the President is the peak representative of UMSU, with the authority to address journalists and the media. Integral to the role of President is working closely with the CEO and acting as a liaison with the University, especially Chancellery and the Office of the Provost. The President is expected to represent and protect UMSU's interests and act as a conduit between the University and the Student Union. The President 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. They will also uphold their obligations to the UMSU Constitution and good governance practices through reporting back on their activities to Students' Council meetings and engaging with members of Council at said meetings. Finally, the President above all will be, to their best capacity, accessible and available for consultations with students on any matter relating to the interests of students, and act in good faith as their elected representative.

Time Commitment & Recognition of Services

The President 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 (fortnightly);
- Meetings of the Operations Sub-Committee (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;
- Any UMSU General Meetings and/or Referendums throughout the year including the Annual General Meeting; and
- The administration work required of the President.

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, including the Office of the President. 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.

Versioning

TITLE	PARA. AMENDED	APPROVAL DATE
Statement Enacted		07/12/2022
Language amended	9, 10	11/10/2023

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.

Elected Representative's Signature		Name	
		Date	