

UMSU International ANNUAL GENERAL ELECTION (AGE) 2014

The following is the roles and duties of Office Bearers in UMSU International which is section 21 of UMSU International Regulation.

DUTIES AND POWERS

21 POWERS OF OFFICERS

Subject to such reasonable direction and oversight as may be applied by the UMSU Students' Council, UMSU International officers shall have the following powers and responsibilities:

21.1 UMSU International President

The UMSU International President shall:

- (a) represent UMSU International and act as the official spokesperson;
- (b) chair the Annual General Meeting, General Meeting, Emergency General Meeting, CCM and ECCM, or appoint a nominee to be the Chairperson;
- (c) ensure that the directions of the current UMSU International Central are in accordance with the objectives of UMSU International;
- (d) ensure the efficiency and effectiveness of the UMSU International Central;
- (e) establish and maintain good relations with other organisations;
- (f) secure better representational positions for UMSU International;
- (g) supervise any staff employed for UMSU International;
- (h) have the casting vote in the event of a tie in votes during a CCM or ECCM;
- (i) have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
- (k) prepare and present an annual report on the achievements of UMSU International for the year at the Annual General Meeting;
- (l) together with the Treasurer, have the power to authorise payments, subject to Part III; and
- (m) make decisions in accordance with section 12.

21.2 UMSU International Vice-President (Education and Welfare)

The UMSU International Vice-President (Education and Welfare) shall:

- (a) address and represent Members on issues associated with the education, welfare and rights of Members;
- (b) be the representative of the Education and Welfare sub-committee;
- (c) coordinate, supervise and be responsible for all the affairs and performance of the Education and Welfare sub-committee;
- (d) assist the UMSU International President to organise and supervise the operation of UMSU International;
- (e) have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
- (f) prepare and present an annual report on the achievements of the Education and Welfare portfolio in UMSU International for the year at the Annual General Meeting;
- (g) together with the Treasurer, have the power to authorise payments, subject to Part III;
- (h) assume duties of the UMSU International President in the event of the absence of the UMSU International President; and
- (i) make decisions in accordance with section 12.

21.3 UMSU International Vice-President (Cultural and Social)

The UMSU International Vice-President (Cultural and Social) shall:

- (a) address and represent Members on issues associated with the cultural and social well-being of Members;
- (b) promote cross-cultural understanding within the University community;
- (c) be the representative of the Cultural and Social sub-committee;
- (d) coordinate, supervise and be responsible for all the affairs and performance of the Cultural and Social sub-committee;
- (e) have a working knowledge of the UMSU International Regulation, and any motion, policy and standing policies passed by the UMSU International Central;

- (f) prepare and present an annual report on the achievements of the Cultural and Social portfolio in UMSU International for the year at the Annual General Meeting;
- (g) together with the Treasurer have the power to authorise payments, subject to Part III;
- (h) assume the duties of the UMSU International President in the event of the absence of the UMSU International President and the UMSU International Vice-President (Education and Welfare); and
- (i) make decisions in accordance with section 12.

21.4 UMSU International Secretary

The UMSU International Secretary shall:

- (a) take charge of the administration and correspondence of UMSU International;
- (b) keep all records of UMSU International;
- (c) organise and summon the Annual General Meeting, General Meeting, Emergency General Meeting, CCM and ECCM;
- (d) prepare and keep the minutes of the meetings;
- (e) record and chronicle any motion, policy and standing resolution that is passed by the UMSU International Central, all its sub-committees, the Annual General Meeting, General Meeting(s), and Emergency General Meeting(s) for the year;
- (f) be the representative of the Communications sub-committee and supervise all matters related to publicity and publications by UMSU International;
- (g) have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
- (h) prepare and present an annual report on the performance of UMSU International at the Annual General Meeting;
- (i) together with the Treasurer, have the power to authorise payments, subject to Part III; and
- (j) make decisions in accordance with section 12.

21.5 UMSU International Treasurer

The UMSU International Treasurer shall:

- (a) take charge of all acquisitions, collections and distributions of the funds for UMSU International;
- (b) keep relevant records of all financial transactions of UMSU International;
- (c) be the representative of the Partnership and Sponsorship sub-committee and supervise all matters related to partnership and sponsorship and the Human Resource Director's portfolio;
- (d) have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
- (e) prepare and present an annual financial report at the Annual General Meeting; and
- (f) make decisions in accordance with section 12.

21.6 UMSU International Education and Welfare Director

The UMSU International Education and Welfare Director shall:

- (a) assist the UMSU International Vice-President (Education and Welfare) on issues and activities related to the education, welfare and rights of Members;
- (b) promote the education and welfare status of Members;
- (c) supervise and be responsible for the performance of the Education and Welfare sub-committee;
- (d) propose to the UMSU International Central and carry out activities related to sub-sections (a) and (b) during the course of his/her term; and
- (e) regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.

21.7 UMSU International Cultural and Social Director

The UMSU International Cultural and Social Director shall:

- (a) assist the UMSU International Vice-President (Cultural and Social) on issues and activities related to the cultural and social well-being of Members;

- (b) promote cross-cultural understanding within the University community;
- (c) supervise and be responsible for the performance of the Cultural and Social sub-committee;
- (d) propose to the UMSU International Central and carry out activities related to sub-sections (a) and (b) during the course of his/her term; and
- (e) regulate financial usage and to report directly to the UMSU International President or UMSU International Treasurer, whenever requested.

21.8 UMSU International Communications Director

The UMSU International Communications Director shall:

- (a) coordinate all publicity media and publications by UMSU International;
- (b) supervise and be responsible for the performance of the Communications sub-committee;
- (c) propose to the UMSU International Central and carry out activities related to sub-section (a) during the course of his/her term; and
- (d) regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.

21.9 UMSU International Human Resource Director

The UMSU International Human Resource Director shall:

- (a) coordinate the recruitment and training of volunteers under the International Student Ambassador (ISA) program;
- (b) manage all affairs associated with the International Student Ambassador program;
- (c) facilitate a working relationship between volunteers and the UMSU International Central;
- (d) propose to the UMSU International Central and carry out activities related to sub-sections (a), (b) and (c) during the course of his/her term; and
- (e) regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.

21.10 UMSU International Partnership and Sponsorship Director

The UMSU International Partnership and Sponsorship Director shall:

- (a) liaise with both internal and external organisations relative to the University;
- (b) coordinate all matters associated with sponsorship related to UMSU International;
- (c) maintain and foster a good relationship with student clubs and societies in the University, with particular focus on International Student-based organisations;
- (d) supervise and be responsible for the performance of the Partnership and Sponsorship sub-committee;
- (e) propose to the UMSU International Central and carry out activities related to sub-sections (a), (b) and (c) during the course of his/her term; and
- (f) regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.

21.11 UMSU International Education and Welfare Officers

UMSU International Education and Welfare Officers shall:

- (a) be members of the UMSU International Education and Welfare sub-committee;
- (b) assist the UMSU International Vice-President (Education and Welfare) and UMSU International Education and Welfare Director on issues and activities related to the education and rights of Members;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.

21.12 UMSU International Activities Officers

UMSU International Activities Officers shall:

- (a) be members of the UMSU International Cultural and Social sub-committee;
- (b) assist the UMSU International Vice-President (Cultural and Social) and UMSU International Cultural and Social Director on issues and activities related to the cultural and social well-being of Members in the University;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.

21.13 UMSU International Communications Officers

UMSU International Communications Officers shall:

- (a) be members of the UMSU International Communications sub-committee;
- (b) assist the UMSU International Communications Director on issues and activities related to publicity of UMSU International;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.

21.14 UMSU International Partnership and Sponsorship Officers

UMSU International Partnership and Sponsorship Officers shall:

- (a) be members of the UMSU International Partnership and Sponsorship sub-committee;
- (b) assist the UMSU International Partnership and Sponsorship Director in issues and activities related to liaison with both internal and external organisations relative to the University;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.



If there are any enquiry, please contact the Returning Officers *Jia Hui ONG* (jh_ong92@hotmail.com) or *Cindy Dessidia GAMAL* (c.gamal@union.unimelb.edu.au).