

## **UMSU International Annual General Election 2021**

### **Here is a list of positions open\***

#### Executive Committee

- One (1) UMSU International President
- One (1) UMSU International Vice-President (Education and Welfare)
- One (1) UMSU International Vice-President (Cultural & Social)
- One (1) UMSU International Vice-President (Media & Communication)
- One (1) UMSU International Secretary
- One (1) UMSU International Treasurer

#### Directors

- One (1) UMSU International Education Director
- One (1) UMSU International Welfare Director
- One (1) UMSU International Cultural & Social Director
- One (1) UMSU International Media & Communications Director
- One (1) UMSU International Human Resource Director
- One (1) UMSU International Partnership & Sponsorship Director

#### Officers

- Three (3) UMSU International Education Officers
- Three (3) UMSU International Welfare Officers
- Six (6) UMSU International Cultural & Social Officers
- Three (3) UMSU International Media & Communication Officers
- One (1) UMSU International Partnership & Sponsorship Officer
- One (1) UMSU International Human Resources Officer

*\*Note that all references to sections in this document refer to sections of the UMSU International Regulations (Amendments pass on UMSU Intl AGM 2020)*

## **Duties and Powers**

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

### **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) Supervise all matters related to publicity and publications by UMSU International along with the Secretary **and/or Media and Communication Vice President**;
- (i) Have the casting vote in the event of a tie in votes during a CCM or ECCM;
- (j) 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) Prepare a monthly report on the meetings attended for the month to be included in an UMSU International Central Committee Meeting.
- (m) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (n) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (o) Make decisions in accordance with section 12.

## **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 sub-committee and the Welfare sub-committee;
- (c) Coordinate, supervise and be responsible for all the affairs and performance of the Education sub-committee and the Welfare sub-committee;
- (d) Assist the UMSU International President to organise and supervise the operation of UMSU International;
- (e) Represent UMSU INTL in all places as advised by the UMSU INTL President
- (f) Have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
- (g) 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;
- (h) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (i) Assume duties of the UMSU International President in the event of the absence of the UMSU International President;
- (j) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (k) Make decisions in accordance with section 12.

## **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;

*\*Note that all references to sections in this document refer to sections of the UMSU International Regulations (Amendments pass on UMSU Intl AGM 2020)*

- (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);
- (i) Assist the UMSU International Human Resource Director in improving and maintaining relationships between members of UMSU International central; and
- (j) Make decisions in accordance with section 12.

#### **4. UMSU International Vice-President (Media and Communication)**

The UMSU International Vice-President (Media and Communication) shall:

- (a) Address issues associated with UMSU INTL engagement and reach out on digital platforms with Members;
- (b) Promote cross-cultural understanding within the University community using UMSU INTL channels;
- (c) Be the representative of the Media and Communication sub-committee;
- (d) Coordinate, supervise and be responsible for all the affairs and performance of the Media and Communications 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 Media and Communications 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, the UMSU International Vice-President (Education and Welfare) and the UMSU INTL Vice-President (Cultural and Social);
- (i) Consult the executive committee before any major communication decisions and refrain from making comments on issues pertaining to media relevance;
- (j) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (k) Make decisions in accordance with section 12.

## **5. 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 Human Resources sub-committee and supervise all matters related to the Human Resources Portfolio;
- (g) Be the representative of the Media & Communications sub-committee and supervise all matters related to publicity and publications by UMSU International;
- (h) Supervise all matters related to publicity and publications by UMSU International along with the President;
- (i) Have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
- (j) Prepare and present an annual report on the performance of UMSU International at the Annual General Meeting;
- (k) Together with the Treasurer, have the power to authorise payments, subject to Part III;
- (l) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (m) Make decisions in accordance with section 12.

## **6. 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 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;
- (f) Assist the UMSU International Human Resources Director in improving and maintaining relationships between members of UMSU International central; and
- (g) Make decisions in accordance with section 12.

## **7. UMSU International Education Director**

The UMSU International Education Director shall:

- (a) Assist the UMSU International Vice-President (Education and Welfare) on issues and activities related to the education and rights of Members;
- (b) Promote the education status of Members;
- (c) Supervise and be responsible for the performance of the Education 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.
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.
- (g) Represent UMSU INTL in all places as advised by the UMSU INTL President and/or UMSU INTL Executive Committee.

## **8. UMSU International Welfare Director**

The UMSU International Welfare Director shall:

- (a) Assist the UMSU International Vice-President (Education and Welfare) on issues and activities related to the welfare, wellbeing and rights of Members;
- (b) Promote the welfare status of Members;
- (c) Supervise and be responsible for the performance of the 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.
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.
- (g) Represent UMSU INTL in all places as advised by the UMSU INTL President and/or UMSU INTL Executive Committee

### **9. 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.
- (f) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

### **10. UMSU International Media and Communication Director**

The UMSU International Media and Communication Director shall:

- (a) Coordinate all publicity media and publications by UMSU International;
- (b) Supervise and be responsible for the performance of the Media & 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.
- (e) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

### **11. UMSU International Human Resources 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) Work together with the UMSU International Executive Central Committee to facilitate cohesion between members of UMSU International Central.
- (e) Be in charge of the performance evaluation of UMSU International Central members.
- (f) 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
- (g) Regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.
- (h) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.

### **12. 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.
- (g) Prepare, present, or otherwise delegate the preparation or presentation of action reports, event proposals, and final reports for the UMSU International Central Committee Meetings on ongoing or completed activities undertaken by the department.



### **13. UMSU International Education Officers**

The UMSU International Education Officers shall:

- (a) Be members of the UMSU International Education sub-committee;
- (b) Assist the UMSU International Vice-President (Education and Welfare) and UMSU International Education 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.
- (e) Represent UMSU International in all places as advised by the UMSU International President and/or UMSU International Executive Committee

### **14. UMSU International Welfare Officers**

The UMSU International Welfare Officers shall:

- (a) Be members of the UMSU International Welfare sub-committee;
- (b) Assist the UMSU International Vice-President (Education and Welfare) and UMSU International Welfare Director on issues and activities related to the welfare, wellbeing, 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.
- (e) Represent UMSU International in all places as advised by the UMSU International President and/or UMSU International Executive Committee

### **15. UMSU International Cultural and Social Officers**

The UMSU International Cultural and Social 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.

**16. UMSU International Media and Communication Officers**

The UMSU International Media and Communication Officers shall:

- (a) Be members of the UMSU International Media & Communications sub-committee;
- (b) Assist the UMSU International Media & 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.

**17. UMSU International Human Resources Officer**

The UMSU International Human Resource Officers shall:

- (a) Be members of the UMSU International Human Resources sub-committee;
- (b) Assist the UMSU International Human Resources Director in affairs related to the International Student Ambassador (ISA) Program, and improving or maintaining relationships between members of UMSU International Central;
- (c) Assist in handling all general affairs of UMSU International; and
- (d) Take up special assignments when so entrusted by the UMSU International Central.

**18. UMSU International Partnership and Sponsorship Officers**

The 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.