



Duties and Workload Statements of SRC Positions in 2021 Annual Elections

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Introduction

This document summarises the responsibilities and workloads of all positions available for election at the 2021 SRC Annual Elections. The intention is to familiarise all candidates with the commitments and duties that they take upon themselves by standing for election within the Students' Representative Council of the University of Sydney.

The SRC, as a student union, represents the interests of students both to the University as well as broadly within society. It has typically been summarised as having two 'arms': first, the caseworker and legal service that provides advice to students on a wide range of issues, from migration law through appealing fail grades to challenging landlords in tribunal; and, second, the political and democratic arm, made up of the SRC's associated collectives and campaigns, which campaign on issues from university restructurings and lay-offs, through action on climate change, to Indigenous sovereignty and decolonisation.

The current President, Swapnik Sanagavarapu, has provided a statement for his position, and the current Editors of Honi Soit have provided a statement for their office. Both statements have been authorised by the Electoral Officer for distribution to prospective candidates and interested parties. The statements for the Representatives to Council and Delegates to NUS have been prepared by the Deputy Electoral Officer, Cameron Caccamo, and have also been duly authorised.

Authorised by Riki Scanlan
2021 SRC Electoral Officer

President

As SRC President, you are the peak representative for close to 40,000 undergraduate students. As you may expect, this entails a number of responsibilities and duties, many of which may be taxing. While you are financially compensated for your time with a stipend, the expectation is that you will work (or at least be on call for) the equivalent of a full-time work week. This will probably necessitate a reduction in your study commitments, work commitments and sometimes social commitments. The broad outline of your duties are detailed below, organised according to the type of work you will be doing.

Administrative duties

As SRC President, your main responsibility will be to oversee the SRC, its casework and legal service and ensure its smooth and continuing operation as an organisation. In a more concrete sense, this includes:

- Reading Honi Soit every Monday to ensure there is no defamatory or otherwise legally prejudicial content
- Meeting regularly with managers of the various internal departments
- Emails and phone calls
- Budgets and auditing of the SRC's accounts
- Applications for Student Services and Amenities Fee funding
- Employment decisions for current and prospective employees
- Organising the SRC's presence at Welcome Fest and other outreach events
- Weekly to fortnightly meetings of the SRC Executive
- Supervising the SRC's Council meetings once a month
- ...and many more miscellaneous and ad hoc administrative tasks. The SRC is a registered charity with a net worth of about \$2mn, so these administrative responsibilities are very serious.

Governance and University Committees

Another large responsibility that you will have is attending and participating in University Governance Committee meetings (committees). These committees occur on a rolling weekly basis, with large agenda packs and often dry subject matters. You will attend a large number of them, with the view of providing critical feedback to the University and promoting the student voice. These often take a large amount of time during the week, with each meeting lasting 2 hours on average. Some of these committees include:

- Academic Board
- University Executive (UE) Education
- UE Student Life
- UE Student Consultative Committee
- ...and many more.

Campaigns and activism

Finally, as the representative of the undergraduate student body, you will be expected to advocate for students outside a University committee context. This may include campaigns, protests, lobbying, media and public relations and any other advocacy work. A fair amount of time will be spent meeting with stakeholders, collectives and other interested parties to design this advocacy. This is the hardest to quantify in terms of time, but the best SRC Presidents are always working on something!

Honi Soit

Honi Soit is the University of Sydney's student newspaper. First published in 1929 to counterbalance ongoing criticism of students in mainstream media, *Honi* is the oldest, and currently the only, weekly student newspaper in the country. As a publication under the SRC, we have a proud history of fighting for the rights of students, championing radical left-wing politics and providing a fresh and youthful counterpoint to mainstream media.

Honi has been the place where many prominent journalists, satirists and creatives started their careers. We aim to publish content that is engaging, provocative, creative and always relevant to our unique experience as students, and to provide an outlet for students to express themselves.

Responsibilities and workload

As a team of typically (or up to) 10 editors, you will mainly be responsible for producing weekly editions of *Honi Soit*, to be published in print and online. Specific responsibilities include:

- Sourcing, editing and sub-editing written pieces from reporters on a weekly basis;
- Covering breaking news that is relevant to University of Sydney students;
- Designing and laying up the newspaper each week;
- Sourcing, coordinating and making art to accompany written pieces;
- Managing and expanding *Honi's* online presence;
- Liaising with the SRC Publications Managers to print and distribute the newspaper;
- Overseeing the production of several autonomous editions throughout the year, including Women's Honi, Queer Honi, ACAR Honi and Disabled Honi;
- Organising events, including an annual Writing Competition and social events;
- Managing the *Honi* budget and responding to legal feedback from the SRC Legal Service, President and Directors of Student Publications;
- Completing various administrative tasks.

The workload is intense and demanding, averaging 25 to 30 hours per week. It is strongly recommended that candidates reduce their study load and working hours. *Honi* is a highly collaborative endeavour, and candidates should be prepared to work very closely with their team for the duration of the year. Finally, as an editor, you must be prepared to deal with significant amounts of public criticism and scrutiny.

Required skills

- Dedication and commitment to *Honi*;
- Experience in writing and editing publications;
- Organisation, time management and attention to detail;
- Communication, collaboration and interpersonal skills;
- An ability to source stories and identify newsworthy issues;
- An ability to manage relationships and liaise with several stakeholders;
- Experience with InDesign and the Adobe suite (desirable);
- Experience with multimedia content, including videos and podcasts (desirable);
- Experience with social media management and web design (desirable).

Representatives to Council

Representatives, also known as Councillors, are members of the student body that collectively act as a governing body, or Council, of the SRC. Thirty-nine students will be elected as Representatives at these Annual Elections, with a term starting on December 1, 2021 and lasting for one year.

Before that term starts, the Representatives meet to elect other important positions for the following term. This is known as the Meeting of the Representatives-Elect, colloquially known as “Reps-Elect”. Given this meeting gives direction to the organisation for the rest of the year, it is one of the most important duties of Representatives.

Representatives are the highest decision-making body of the organisation - however, the Executive, consisting of the President, Vice-President, General Secretary, and five Representatives elected at Reps-Elect, take on most of the responsibilities of the day-to-day running of the organisation.

Beyond Reps-Elect, the Council meets 10 times a year - the first Wednesday of every month other than December and January. These Council Meetings see the Council undertake their main duties, which include the following:

- Overseeing and approving of the decisions of the Executive;
- Ensure Officers submit reports and approve of those reports;
- Whenever a casual vacancy arises, electing a student to fill that role;
- Voting on major motions not able to be passed by the Executive, such as changes to the Regulations, and;
- Vote on any other motions brought forward by members of the student body, including requests for funding and policy motions.

Representatives, unless elected to other positions, have no duties between these meetings - so it is expected that Representatives make the effort to read all relevant documents before a meeting and attend all meetings. Failure to attend sufficient meetings can result in your position being made vacant.

Delegates to the National Union of Students

The National Union of Students is the peak body for student advocacy in Australia, representing all students enrolled in higher education. Each year in December, representatives of each University student organisation affiliated with NUS meet to discuss the policies and elect new office-bearers for the following year. The position of Delegate is that representative from the University of Sydney SRC.

The responsibility of an NUS Delegate is simply attending this National Conference in December and voting on policies and office-bearers for the following year. It is four days long and usually in Melbourne - the SRC covers accommodation, food and part of the plane tickets, in the unlikely event this occurs in-person.