

 **TERMS OF REFERENCE
Departments**

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| Common Requirements |
| All Departments will:1. Attend all Student Association Council and Student Association general meetings, through their President or a delegate of.

A failure to attend three meetings without proxy and five meetings with proxy will constitute a failure to fulfill the requirements of the position.1. Vote on motions of purpose, policy and expenditure;
2. Submit a regular report to the Student Association Council on the progress of their portfolio; and
3. Submit an annual report for the Student Association Annual Report.
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| Events Department |
| The Events Department will:1. Plan the Student Association’s events calendar;
2. Plan Student Association events;
3. Complete the University approvals process;
4. Gather and complete necessary documentation;

Risk Management Plans, Event Budgets, Public Liability Insurance Certificates of Currency, Liquor Licenses, etc.1. Coordinate Student Association events;
2. Attend all Student Association Council meetings and update on the preparation for and progress of events;
3. Evaluate the success of each event in a written report.
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| Public Affairs Department |
| Executive |
| Public Affairs Department is responsible for:1. Coordinating the graphic design and marketing of events;
2. Developing strategies to the strengthen the NDSA brand and recognition;
3. Working with the executive to ensure due diligence is given to all publicity materials;
4. Forming strategies for the coordination of NDSA’s online presence;
5. Liaising with University marketing;
6. Ensuring published materials represent the values and ideals of the NDSA; and
7. Ensuring publicity campaigns and published materials meet our constitutional obligations

The Sponsorship & Discount Managers will:1. Oversee and manage the NDSA discount program;
2. Seek out and secure discounts from Fremantle businesses;
3. Promote the NDSA’s discount program to students and businesses;
4. Liaise with the President on the creation of an NDSA Sponsorship Prospectus;
5. Liaise with businesses and groups in securing Sponsorship for the NDSA;
6. Liaise with Fremantle BID in discussing mutual cooperation between business and the NDSA;
7. Liaise with the Fremantle Chamber of Commerce in discussing mutual cooperation between business and the NDSA;
8. Provide monthly reports to the NDSA on the ongoing progress of the NDSA discount program and Sponsorship opportunities; and
9. Meet regularly with the President of the NDSA.
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| Sport + Health Department |
| The Sport & Health Department will:1. Be responsible for the organisation and hosting of the annual Founders Cup;
2. Work closely with the Welfare Council on the delivery of NDSA wellness weeks;
3. Lead physical health campaigns of interest to students;
4. Manage the use and maintenance of NDSA sporting equipment;
5. Work closely with the Welfare director in the delivery of Mental Health advocacy and related events;
6. Advocate for the health of Notre Dame students within the university; and
7. Meet regularly with senior staff in health-related schools
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| Assist Department |
| The Assist Department will:1. Provide advocacy for students under financial stress including advice and assistance in liaising with Centrelink and other related services;
2. Offer general budgeting tips;
3. Oversee a foodbank stocked with nonperishable necessities;
4. Assist students in applying for funds from the NDSA Assistance Fund;
5. Provide information on Notre Dame Scholarships; and
6. Advocate for greater assistance for students facing financial pressures.
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| Environment Department |
| The Environment Department will:1. Inform the Student Association Council of environmental issues on Campus;
2. Develop programs and campaigns to promote more conscious consumption;
3. Liaise with the City of Fremantle to develop environmental initiatives on Campus;
4. Liaise with the University – specifically, Campus Services – to develop and implement environmental initiatives on Campus and improve student spaces;
5. Represent the Student Association on University bodies dedicated to improving student spaces;
6. Manage student spaces (furniture, artwork, equipment); and
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