

**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. |
| 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. |
| 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 |
| 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. |
| 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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