

# President

<b>Duration</b>	12-month term
<b>Hours</b>	35 hours a week, 52 weeks a year
<b>Location</b>	PARSA Office, Melville Hall
<b>Compensation*</b>	Stipend

## **Role Description: President**

This is a critical, time-intensive role, responsible for the good governance, leadership and direction of the organisation, the effective representation of students to the University and beyond, and being the “face and voice” of PARSA to members, the University and the wider community.

The successful candidate will need to hold regular office hours and be available to members, officers, and PARSA and University staff for Association-related business between 21-35 (or more) hours per week during term-time, exam periods and semester breaks. Traditionally, Presidents have significantly reduced their course-load once elected due to the time commitments required of the role.

The President is the Chief Executive Officer (CEO) of PARSA and reports directly to the PARSA Board. The President is also a director (elected ex-officio) to the PARSA Board, and in their role as CEO should work collaboratively with the Chair of the Board and the Board more broadly to achieve the Strategic objectives and appropriate accountability of the Association.

The President has oversight of the operational functions of the organisation and is ultimately responsible for the effective delivery of PARSA’s services and activities. The President supervises the Operations Manager, who has supervision over the staff team to deliver on the needs of the Association. The President also supervises the work of the Officers, Portfolio and College, but works through, and with, the Executive, of President, Vice President, Equity Officer and Education Officer, to achieve this. The President can delegate duties to student representatives and staff as they see appropriate.

The President chairs:

- meetings of the PARSA Executive
- meetings of PARSA officers, as needed
- meetings of the Association, if determined by the PARSA Board
- other meetings of the Association as determined by the PARSA Board, or President in their role as CEO

## Role Description: Executive

The Executive is the senior management team of PARSA and is comprised of the President, Vice President, Equity Officer and Education Officer, and any other PRC members selected by the President. The Executive team members provide greater management and operational oversight of the financial, legal and strategic activity of the organisation and contribute to the decision-making of the organisation on an operational level.

Executive Team meetings are chaired by the President and attended by the Executive team, with the Operations Manager typically invited to attend. The Executive should meet regularly to provide advice and assess the operational performance of PARSA. Ideally this should be every 2 – 3 weeks, but will be determined by the Executive and with respect to the time commitments of members. These meetings usually run for two hours, with an additional 1-2 hours required to prepare and read papers ahead of the meeting. Attendance at Executive meetings is mandatory.

### President's responsibilities

- Represent and further the interests of postgraduate students at all levels of study with the University and beyond across a range of issues through ANU committees, stakeholder meetings, task forces.
- Be the spokesperson for the Students' Association and oversee matters relating to public affairs and press management, membership communication, internal Students' Association operations.
- Implement the board's vision through providing strategic leadership, and work with the PRC and staff to ensure all of the work performed by the organisation aligns with PARSA's Strategic Plan
- Liaise and work with external and internal stakeholders, including the Association's members and staff, Australian National University, external organisations such as the [Council of Australian Postgraduate Associations \(CAPA\)](#) and public officials, to develop outcomes that benefit PARSA's membership.
- Work closely with staff, student representatives and the PARSA Board, immediately following the election to prepare a budget proposal for the upcoming financial year, and lead the [SSAF-negotiation team](#).
- Ensure that members of the Students' Association are involved in developing and implementing projects, policies and campaigns. Seek opportunities to interact, consult, and elicit new ideas with members in order to better represent their views, and act proactively to address issues which negatively affect them.
- Provide practical support and knowledge to other elected representatives, particularly on issues which affect students outside of their academic work.
- Oversee the work of PARSA's elected officers and staff to ensure PARSA's operations are delivered on time and to budget, and deliver value to the student population.

### Executive Responsibilities – applies to the President, Vice-President, Equity Officer and Education Officer

- Provide greater operational oversight and ensure performance of PARSA. Make decisions related to the operations of PARSA with particular mind to the strategic direction and accountability of the organisation as well as risk management.

<ul style="list-style-type: none"> <li>• Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that the student representatives are properly supported and delivering on the needs of the organisation</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that PARSA staff are effectively delivering PARSA’s operational needs and are adequately supported</li> </ul>

<b>Officer responsibilities – applies to all Executive team and Portfolio and College Officers</b>
<ul style="list-style-type: none"> <li>• Work closely with the other Officers on Students’ Association campaigns. Some of these may relate to Officers’ objectives, but many are often reactive, depending on issues that arise throughout the year.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to and influence University strategies through participation in ANU committees, PARSA campaigns, organisational working groups, and informal networking, to ensure that student interests are effectively represented.</li> </ul>
<ul style="list-style-type: none"> <li>• Uphold and advance the reputation of the organisation, attending and speaking at official ANU and other relevant stakeholder events and ceremonies as appropriate (e.g. O-Week talks, graduation).</li> </ul>
<ul style="list-style-type: none"> <li>• Support and promote PARSA activities which support the goals of the Strategic Plan including but not limited to O-Week and Welcome Week, face-to-face and social media engagement, membership engagement and feedback, and Students’ Association-led events.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide regular reports on efforts to improve the lives of members, and provide opportunities to be held accountable for the progress of this work, at Executive Meetings, PARSA Board and PRC meetings, and other events as necessary.</li> </ul>
<ul style="list-style-type: none"> <li>• Act as the first point of contact for students with questions or concerns, signposting students to the Students’ Association’s council members or staff, where appropriate.</li> </ul>

**Key relationships**

- **PARSA:** Executive Team, Board, operational Manager and other staff
- **Members:** Postgraduate students (all)
- **University:** Vice Chancellor, Provost, Deputy Vice Chancellor (University Experience); Deputy Vice Chancellor’s especially Academic and Research & Innovation; Dean of Students, Registrar, Student Life; Registrar, Student Administration; Senior University Management and ANU staff at all levels
- **External Organisations:** ANUSA, counterparts at other students’ associations, Council of Australian Postgraduate Association (CAPA); Council of International Students’ Associations (CISA); National Tertiary Education Union (NTEU); national, local and student media; and public officials

**Training**

- Training and support will be provided by the Students’ Association staff, the outgoing President, and external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected Executive Officers are required to attend handover/induction sessions which include a retreat, SSAF budget planning session, and financial and governance training. These will all take place in the six-week handover period following elections.

- The President will work closely with the Operational Manager, who will provide guidance, assistance and support immediately following the declaration of polls on both everyday procedural matters and wider finance, strategic, operations and public affairs issues.
- Additional training and ongoing support is provided throughout the academic year.