

Vice President

Duration	12-month term
Hours	Minimum 20 hours a week, 52 weeks a year
Location	PARSA Office, Melville Hall
Compensation	Stipend

Role Description: Vice President

This is a critical, time-intensive role, with principal responsibility for leading the organisation's work around key organisational projects, advocacy and campaigning, and ensuring that the postgraduate student voice is being heard and acted upon by the University and beyond. The Vice President will also provide crucial support for the President, often taking charge for critical projects of the Association and acting as the official representative of PARSA on key committees. The Vice President will also be expected to act as President, from time to time. The Vice President is also expected to take an active role in managing the operations of PARSA and in particular, support in the delivery of projects by staff and student representatives.

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 for 20 or more hours per week during term-time, exam periods and semester breaks.

Vice President's Responsibilities
<ul style="list-style-type: none">Support and help co-ordinate PARSA responses to key ANU or external issues that affect students.
<ul style="list-style-type: none">Lead on the development of policy and campaigning positions that support the Students' Association's ongoing activity to improve students' lives
<ul style="list-style-type: none">Support the President and officers in taking action on decisions made by the organisation.
<ul style="list-style-type: none">Work closely with the Advocacy and Engagement staff member to develop contacts, build coalitions and recruit support among members, other students, Australian National University staff, peak Education Association bodies, National Tertiary Education Union (NTEU), and public officials to secure policy and campaign wins that measurably improve students' lives in both the short and long-term.
<ul style="list-style-type: none">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.
<ul style="list-style-type: none">Work with staff to provide practical knowledge and support to other elected representatives, particularly the Equity, International, Indigenous Australian, Environment and Women's Officers, on issues which relate to improving the lives of students, including events they undertake.
<ul style="list-style-type: none">Deputise for the President as requested, and as provided for within the rules outlined in the Constitution.

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.
- Ensure that the directives of the PARSA board, and those approved at general meetings, are implemented.
- Ensure that the student representatives are properly supported and delivering on the needs of the organisation
- Ensure that PARSA staff are effectively delivering PARSA's operational needs and are adequately supported

Officer responsibilities – applies to all Executive team and Portfolio and College Officers

- 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.
- 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.
- 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).
- 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.
- 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.
- 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.

Key relationships

- **PARSA:** Executive Team, PRC, Operations Manager; Advocacy and Engagement Officer; other staff
- **Members:** Postgraduate Students (al)
- **University:** Vice Chancellor, Deputy Vice Chancellor (University Experience); Deputy Vice Chancellor (Academic); Dean of Students, Head of Division of Student Life, 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; 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 Vice

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 Vice 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.