

Position Description: President, ACU National Student Association (ACUNSA)

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research, and service.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

Student engagement, leadership and service are integral to ACU's Mission and identity and student leaders play a crucial role in implementing the Mission of the University and promoting the social, intellectual, cultural, and spiritual welfare of their fellow students and informing University strategy and processes.

DEFINITIONS

Executive means the ACU National Student Association President (ACUNSA), an Indigenous Students' Representative, a Postgraduate Students' Representative, an International Students' representative and an Online Students' representative; the Executive is responsible for the day-to-day management of ACUNSA.

Council means the governing body ACUNSA elected by Students of the University to manage the affairs of ACUNSA, consisting of a President, the Presidents of the Campus Student Associations (CSA), an Indigenous Students' Representative, a Postgraduate Students' Representative, an International Students' representative and an Online Students' representative.

Association means ACUNSA as a body.

ABOUT ACU STUDENT ASSOCIATIONS

Each campus has a Campus Student Association (CSA) which is governed by [Statute 9](#) and its Constitution. CSAs provide advocacy, support, and social activity for all students on their campus.

Coordination at a national level is achieved through the [Australian Catholic University National Student Association \(ACUNSA\)](#) comprising the President of ACUNSA, the Campus Student Association Presidents and an Indigenous, International, Postgraduate and Online student representative.

ACUNSA and the Campus Student Associations are supported by the Student Life Unit of the Student Experience Directorate. Student Life oversees the student associations' training, planning, and the financial and risk management of the associations' programs, events and activities.

ACUNSA and the Campus Student Associations work closely with the Student Life Unit and specifically the National Manager Student Life, the Student Life Coordinator, and the Student Life Officers on each Campus.

POSITION PURPOSE

The ACUNSA President chairs the national committee of the elected student representatives. The ACUNSA President is a national student representative who works closely with Student Life staff, helps to arrange ACUNSA conferences, and oversees the management of ACUNSA and its associated activities and events. As the public face of the national association, the ACUNSA President is responsible for liaising with all major stakeholders including other ACU student leaders, ACU staff and other key partners.

STIPEND

The ACUNSA President receives an annual stipend which is equivalent to 60% of the Research Training Program Stipend base level (indexed annually). In 2024 the stipend is \$18,542.

NB: The stipend is not a salary or a wage: the President is not paid for the hours worked. Rather the stipend is provided in recognition of the workload of the role which includes regular attendance at meetings and events across the University.

TRAVEL

This role requires some travel, including interstate travel.

EXPECTED HOURS OF COMMITMENT

The ACUNSA President can expect to devote at least 15 - 18 hours per week to this role. Students should consider this very carefully when nominating for election.

POSITION RESPONSIBILITIES

The ACUNSA President's duties are as follows:

1. Work with ACU student and staff stakeholders to achieve the objectives of ACUNSA:
 - i. To further the mission and identity of the University
 - ii. To facilitate and encourage the student experience at ACU
 - iii. To advocate for and represent students by assisting in the communication of issues raised by students to the University and liaise with University staff as required on behalf of students.
2. Foster the social, cultural, intellectual, and spiritual well-being of all students to support a positive, safe and inclusive student culture, and promote the value of volunteerism and service to the community as critical aspects of student leadership.
3. Work together with the National Manager Student Life to plan, develop and implement annual strategic and operational plans for ACUNSA.
4. Chair all meetings of ACUNSA and be responsible for the effective administration of ACUNSA in accordance with Statute 9 and other relevant University policies, procedures and guidelines.
5. Be accountable for the sound financial management of ACUNSA and good stewardship of resources, including presenting audited accounts annually to Campus Student Association members and all students via public meetings and traditional and social media.

6. Develop effective working relationships with:
 - i. internal stakeholders including the Deputy Vice-Chancellor (Education), the Director Student Experience, the Associate Director Student Experience, the National Manager Student Life, and Campus Deans.
 - ii. appropriate external stakeholders such as community organisations or businesses that can provide support for ACUNSA activities and/or whose community services ACUNSA can support.
7. Work with Student Life staff and help to:
 - i. arrange ACUNSA conferences.
 - ii. identify training and resourcing requirements of ACUNSA members and Campus Student Association Office Holders
 - iii. promote to students the value of membership of, and active participation in, student associations, including the promotion of the electoral process.
 - iv. communicate student association events and other University information.
8. Help to support the effective operation of the Campus Student Associations by supporting the Campus Student Association Presidents to:
 - i. address the specific needs of their campuses, ensuring all student interests are being represented and promoted through the services and activities of the association.
 - ii. meet their associations' operational targets and provide quarterly reporting to ACUNSA.
9. Participate directly in, and/or nominate appropriate students in consultation with Student Life staff to participate in:
 - i. University committees as required.
 - ii. significant University or Campus functions such as Graduation, Opening and Closing Liturgies and other events as required.
10. At all times, act lawfully, with integrity and uphold the processes and vision of ACUNSA, the Campus Student Associations and the Mission of the University.

SELECTION CRITERIA

The ACUNSA President must be an enrolled ACU student at the time of nomination, election and during the course of the term of office.

The following characteristics would contribute to success in the role of President of ACUNSA:

- Clear understanding of, and engagement with, the University's Mission
- Acts with integrity
- Organised and hardworking
- Enthusiastic and proactive
- Collaborative
- Able to consult effectively with students, staff and University stakeholders
- Able to manage competing priorities
- Effective communication and interpersonal skills
- Able to effectively coordinate a team of peers and achieve agreed outcomes
- Leadership ability and experience
- Financial management skills

- Willingness to work collaboratively with the Student Life unit to achieve ACUNSA outcomes.

KEY RELATIONSHIPS

University Officer	Role and Relationship	Student roles affected
Deputy Vice-Chancellor (Education)	<p>Responsible for the strategic and operational leadership of the University in partnership with the Vice-Chancellor and the Vice-Chancellor's Advisory Committee.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Deputy Vice-Chancellor (Education) reports to the Vice-Chancellor</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents
Director, Student Experience	<p>Leads the professional support services and engagement activities for students which are delivered across the University, including Access and Disability, Advocacy Service, Careers and Employability, Counselling, Student Accommodation, Safeguarding and Student Safety, Transition, Medical Centres, and Student Life.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Director, Student Experience reports to the Deputy Vice-Chancellor (Education)</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents
Associate Director, Student Experience	<p>Supports the Director, Student Experience in leading the professional support services and engagement activities for students which are delivered across the University.</p> <p>Leads the Student Life and Transition teams, including the programs associated with student leadership, orientation, students on committees and mentoring.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Associate Director, Student Experience reports to the Director, Student Experience</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers

<p>National Manager Student Life</p>	<p>Supports the Associate Director, Student Experience.</p> <p>Advises ACUNSA on strategies and the development of operational plans and to achieve their objectives.</p> <p>Supports ACUNSA's professional and personal development as leaders and representatives.</p> <p>Leads the team that aims to develop a rich, enjoyable, and diverse campus culture that engages students, staff, and the wider community in a vibrant and dynamic campus life.</p> <p>The National Manager Student Life reports to the Associate Director Student Experience.</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers
<p>Student Life Coordinator</p>	<p>Responsible for the development and training of community leaders, including ACUNSA and CSA leaders.</p> <p>Provides role-specific training and advice on strategic and administrative matters.</p> <p>The Student Life Coordinator reports to the National Manager, Student Life</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers • Councillors
<p>Student Life Officer</p>	<p>Responsible for the delivery of campus-specific programs, events, activities, and services.</p> <p>Provides guidance, logistical advice and daily on-the-ground support.</p> <p>The Student Life Officer reports to the National Manager, Student Life.</p>	<ul style="list-style-type: none"> • CSA Presidents • CSA Executives • Campus Councils • Local membership