

2018

BUSA

ELECTION GUIDE



BOND
UNIVERSITY

STUDENT ASSOCIATION

TIMELINE OF ELECTION PERIOD

182

Week 12:

Nominations open

183

Wednesday Orientation Week:

Nominations close

Week 1 (Day TBC):

Election Briefing (Candidates only)

Week 2:

Election Week/ Bondstock

- Candidates Debate
- Campaigning
- Saturday - Student Ball and Successful Candidates announced.

Weeks 3-5:

Handover Period

Wednesday Week 5:

BUSA Annual General Meeting and successful candidates officially take their positions



IMPORTANT INFORMATION

- Bond student email is the official method of communication for all BUSA election information. Students should ensure they regularly check their emails.

- Nomination form and electoral by-laws available on the BUSA website under 'election materials' tab

- All nominations should be sent to Robin Sutcliffe at **president.busa@bond.edu.au** and should CC Stacey Messini at **secretary.busa@bond.edu.au**



**BOND
UNIVERSITY**
STUDENT ASSOCIATION

BUSA POD STRUCTURE

EXECUTIVE POD

- PRESIDENT
- SECRETARY
- TREASURER

EDUCATION POD

- VICE - PRESIDENT
(EDUCATION)
- ADVOCACY DIRECTOR
- SPECIAL INTERESTS
DIRECTOR

RECREATION POD

- VICE - PRESIDENT
(RECREATION)
- SOCIAL DIRECTOR
- CLUBS AND SOCIETIES
DIRECTOR

SPORT POD

- VICE - PRESIDENT
(SPORT)
- SPORTING EVENTS AND
PROJECTS DIRECTOR

ADMIN AND COMMUNICATION POD

- MARKETING DIRECTOR
- CORPORATE
RELATIONS DIRECTOR
- IT DIRECTOR
- PUBLICATIONS
DIRECTOR

LIAISONS

- CLUBS AND FINANCE
LIAISON *New Role*
- INTERNATIONAL
STUDENT LIAISON
- POST-GRADUATE
STUDENT LIAISON

GENERAL COMMITTEE DUTIES

- Attend weekly office hours
- Attend weekly Management Committee Meetings
- Be available to assist with Wednesday by the Water every week
- Be available to attend Don's every week
- Be available to assist with Club Sign On Day every semester
- Be available to assist with O-Week every semester (approximately 40 hours)
- Be available for Mid Semester Bash & End of Sem Bash (and any other BUSA social events)
- Be available for two Committee Retreats for a whole weekend as dictated by the Executive

HOURS PER WEEK

10+ hours

PRESIDENT

GENERAL OVERVIEW

The President leads the Executive Pod to manage the Association. A close relationship with the Secretary is required to ensure the BUSA committee meets regularly and appropriate discussions ensue. The President will work with the Treasurer to develop and circulate a semesterly budget and ensure funding is provided to BUSA as well as the Clubs and Societies at Bond.

ROLE SPECIFIC DUTIES

- Oversee the workings of each member of the committee and act to ensure that each portfolio is being carried out effectively
- Monitor the strategic position and direction of BUSA
- This role is broad and will most likely see the office holder involved in every BUSA portfolio at some point throughout the term
- Act as a conduit between University management and students as well as other BUSA members across a range of matters
- Chair regular meetings with the BUSA committee
- Sit on a variety of University committees to provide a student perspective and voice opinions on behalf of Bond students on a diverse range of matters
- Provide comments on a range of miscellaneous matters on an individual or ad hoc basis
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

30+ hours

EXECUTIVE POD

For more information please email:
president.busa@bond.edu.au

SECRETARY

GENERAL OVERVIEW

The role of Secretary is an overarching administrative role on BUSA that facilitates communication between all BUSA members, as well as externals and the larger Bond University student body. The Secretary works closely with the President and Treasurer of BUSA, and is a member of the BUSA Executive. The Secretary also acts as the Vice-President of the Administration and Communication Pod, which comprises of the Marketing Director, IT Director, Corporate Relations Director, Publications Director, Clubs and Finance Liaison, International Student Liaison and Post-Graduate Student Liaison.

ROLE SPECIFIC DUTIES

- Compile and distribute the Management Committee Meeting Agenda each week
- Distribute the Management Committee Meeting Minutes and Action Items each week
- Book a meeting space or boardroom for weekly Management Committee Meetings
- Create an Office Hours roster and Master Timetable each semester taking into account committee member availabilities
- Create any other rosters or schedules necessary for any BUSA events – eg. WBTW, Mid Sem Bash, End of Sem Bash, Global Food Fest, etc.
- Organise two Management Committee Retreats – one at the beginning of term and one at the end of term
- Undertake all BUSA handover administrative functions including computer access, printer access, security access to the BUSA office and ordering all BUSA WBTW t-shirts, official BUSA polo shirts and BUSA business cards
- Ensure the BUSA printer is maintained, and that the BUSA office remains fully stocked with office supplies, stationery and copy paper
- Oversee and manage student and club bookings in Undergraduate Lounge, Postgraduate Lounge and Club Hub
- Create and submit the Administration and Communication Pod Budget each semester
- Respond or redirect all emails sent to the official BUSA email account
- Continuously facilitate committee member cohesion and act as the first point of contact for conflict resolution within the committee
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

20+ hours

EXECUTIVE POD

For more information please email:
secretary.busa@bond.edu.au

TREASURER

GENERAL OVERVIEW

The role of Treasurer is one which allows you to be involved in a wide range of committee and university aspects. This position requires a significant time commitment and one should expect that the workload can vary throughout the semester, especially in times when the master budget is being created. The Treasurer works closely with the President, Clubs and Societies Director and with the newly introduced Clubs and Finance Liaison.

ROLE SPECIFIC DUTIES

- Fulfil the expectations of a BUSA Executive committee member
- Work with each of the BUSA committee members to ensure their portfolios and events are properly financed and budgeted
- Create the Master Budget
- Work with key individual within the University to ensure the maximum effect of SAF Funding
- Coordinate the finances and funding for all student clubs and societies on campus
- Ensure that BUSA is compliant with regulations under the relevant legislation
- Complete financial reconciliations of the BUSA accounts and work the BUSA accounts administrator and auditor to make sure proper accounting practices are being followed
- Work with the new Clubs and Finance Liaison to ensure these duties are appropriately carried out
- Follow appropriate funding guidelines for the maximisation of student benefit
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

40+ hours

EXECUTIVE POD

For more information please email:
treasurer.busa@bond.edu.au

VICE-PRESIDENT (EDUCATION)

GENERAL OVERVIEW

The Vice-President (Education) is the student representative with the greatest potential to create change in the learning experience of present and future Bond students. This student must have exceptional time management skills and be both comfortable and professional in expressing student concerns to Bond University academics and senior management. Due to the volume of meetings you will be attending, you should undertake no more than 30 credit points of study to ensure you have weekday availability.

ROLE SPECIFIC DUTIES

- Your role is to represent students on the Academic Senate and 11 of its standing committees. There are two types of standing committees you will be involved with:
 1. Those that meet to improve the Bond learning experience
 2. Those that hear appeals from students who are dissatisfied with University decisions
- You will also represent students in various working groups and assist the CORE class representatives
- As the leader of the BUSA Education Pod, you will work with the Advocacy Director and the Special Interests Director to assist them with their projects and to present vital information to CORE11-001 and CORE11-003 students each semester
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

20+ hours

EDUCATION POD

For more information please email:
education.busa@bond.edu.au

ADVOCACY DIRECTOR

GENERAL OVERVIEW

Coordinate student advocacy services and provide general support to students involved in university decision-making and review processes.

ROLE SPECIFIC DUTIES

- Liaise with academic and administrative staff on behalf of students
Provide advice, representation and support for students involved in matters of academic exclusion, misconduct or decisions review
- Meet with students to advise on university and faculty policies
Work with students to prepare written appeals and oral arguments
Represent students as a support person in a number of university committees and throughout the appeals process
Liaise with the Vice-President (Education) on academic matters
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

15+ hours

EDUCATION POD

For more information please email:
advocacy.busa@bond.edu.au

SPECIAL INTERESTS DIRECTOR

GENERAL OVERVIEW

The Special Director is responsible for providing representation and support to all students, particularly minority groups & special interest concerns. The position is extremely rewarding, but demands a high degree of initiative, patience and empathy.

ROLE SPECIFIC DUTIES

- Convening an international aid trip. For the last three years, this has been the Bond Aid Program – a 3/4 week aid program in a rural Nepalese community
- Sitting on a number of representative committees, including the Gender Equality Committee, the SAGE Athena Swan Working Group, Work Health & Safety Management Committee, LGBTQIA+ Recommendations Committee etc
- Assisting philanthropic efforts of student clubs & liaising with special interest groups on campus
- Managing Vinnies clothing collection semesterly
- Managing WBTW drinks money for social initiatives
- Processing blue card applications
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

15+ hours

EDUCATION POD

For more information please email:
specialinterests.busa@bond.edu.au

VICE-PRESIDENT (RECREATION)

GENERAL OVERVIEW

The Vice-President of Recreation oversees all recreational events on campus and acts as Convenor to the annual Bondstock Week.

ROLE SPECIFIC DUTIES

- Bondstock: Chair the Bondstock Committee and facilitate the week-long event Bondstock
- Nightclubs: Act as the point of contact for all nightclubs and negotiate and create all agreements for after party locations
- O-Week: Organise all social activities in O-Week each semester and runs the week with the support of the Social Director
- Assist in the management and support of events run by BUSA, Faculty Student Associations, clubs and societies and student group projects or events
- Assist with club funding, Executive Drinks, Club Sign-On Day, Thursday Night at Don's, and Mid and End of Semester Bashes
- Ensure the Recreation Pod and members of the Bondstock Committee are meeting the requirements of their portfolios
- Approve or reject applications for student events and club and society events
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

20+ hours

RECREATION POD

For more information please email:
recreation.busa@bond.edu.au

SOCIAL DIRECTOR

GENERAL OVERVIEW

As Social Director of BUSA, you will be responsible of maintaining or improving the social scene on campus at Bond. You will primarily work alongside the Vice-President of Recreation, Food and Beverage Manager and Don's Manager to effectively execute events throughout the year.

ROLE SPECIFIC DUTIES

- Organise Mid Semester Bash and End of Semester Bash
- Organise a Special Event each semester i.e. Burleigh Bash
- Work alongside the Vice-President of Recreation to organise O-Week and help clubs and societies organise social events throughout the semester
- Work alongside the Sporting Events and Projects Director in organising sporting event
- Manage and act as the primary administrator for the BUSA Noticeboard
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

12+ hours

RECREATION POD

For more information please email:
social.busa@bond.edu.au

CLUBS AND SOCIETIES DIRECTOR

GENERAL OVERVIEW

The Club and Societies Director organises and facilitates development opportunities for clubs on campus. The role requires various skills including organisation, event management, IT and extensive communication skills. The main role is to help clubs with their management including enhancing their administration, facilitating Club Sign On Day and helping Club Presidents by offering support in various forms. A student wishing to become the Clubs and Societies Director needs to be passionate about helping people. They also need to have direct and succinct communication methods and negotiate with various parties to ensure that clubs and club executives have adequate support.

ROLE SPECIFIC DUTIES

- Continuing the facilitation and development of the Club Administration Hub along with the Clubs and Finance Liaison
- Organise Club Sign On Day in collaboration with the Corporate Relations Director for logistics of external parties and clubs
- Organise Executive Drinks which is the end of semester function for club executives including liaising with the Treasurer about funding and organisation of venue, awards, trophies and decorations as well as being the MC for the event
- Liaise with the Treasurer regarding any issues to do with club finances as well as facilitating Club Check-ins
- Facilitate Handover meetings with the Clubs and Finance Liaison
- Facilitate the Club Bank Account Roll Out with BUSA Treasurer
- Evaluate new club applications and help in their development as a committee and a club
- Ensure the Club Code of Conduct is followed by all clubs
- Evaluate the current club context on campus and develop a plan to improve for all clubs across their term and future BUSA terms
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

20+ hours

RECREATION POD

For more information please email:
clubs.busa@bond.edu.au

VICE-PRESIDENT (SPORT)

GENERAL OVERVIEW

The role of the Vice-President (Sport) is to oversee the sporting pod and aid the facilitation of a sporting culture within the Bond University campus.

ROLE SPECIFIC DUTIES

- Liaise with Bond Sport and sporting clubs, in preparation for National Championships
- Attend PAC meetings
- Work alongside Sporting Clubs Director (Rebecca Herbert) with regard to sporting club specific issues (venue bookings, intra-club issues, handovers, etc.)
- Manage the sports store room equipment
- Manage the purchase and use of sporting equipment by sporting clubs, ensuring nothing is stolen and things are not purchased if they do not need to be
- Liaise with the Nyombil Centre, in preparation for the Indigenous National Championships
- Assist the Treasurer of sporting clubs during the funding allocation process, and be available to advise clubs and societies on their applications
- Assist the Treasurer of BUSA during the funding allocation process by assisting in the fair and reasonable evaluation of club requests, planned events and objectives for the semester
- Manage Sporting Clubs as they compete internally and externally (e.g. in competitions outside of the university)
- Encourage participation in sport at Bond through promotion of clubs and events
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

15+ hours

SPORT POD

For more information please email:
sport.busa@bond.edu.au

SPORTING EVENTS AND PROJECTS DIRECTOR

GENERAL OVERVIEW

The role of the Sporting Events and Projects Director is to facilitate a sporting culture within the Bond University campus. This role encourages student's social involvement in a variety of sporting events promoting health and physical activity.

ROLE SPECIFIC DUTIES

- Communicate sporting events and projects to the student body
 - Develop collaborative relationships with sporting club representatives
 - Liaise with sporting clubs to promote upcoming events and encourage student attendance
 - Develop initiatives which promote a health focus within the university
 - Organise and promote social events in relation to major local, national and global sporting events
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

10+ hours

SPORT POD

For more information please email:
sportingevents.busa@bond.edu.au

CORPORATE RELATIONS DIRECTOR

GENERAL OVERVIEW

Corporate Relations Director has the responsibility to organise and maintain sponsors and sponsorship packages for the Bond University Student Association. It also entails managing the corporate side of Club Sign on Day every semester, which holds a large amount of organisation and responsibility. Performing well in this role is not only personally rewarding but enhances the student experience. This role is incredibly time demanding however, it is an extremely coveted position.

ROLE SPECIFIC DUTIES

- The role requires excellent communication skills necessary to manage a high number of emails, phone calls and dealing daily with potential corporate sponsors. The sponsorship range includes regular sponsors, Bound advertising sponsors, social media and Club Sign on Day external vendors
- The Corporate Relations Director must handle tough business decisions and maintain a high degree of communication skills, as he/she is the main liaison point for all other members of the BUSA committee
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

12+ hours

**ADMINISTRATION
AND
COMMUNICATION
POD**

For more information please email:
corporaterelations.busa@bond.edu.au

MARKETING DIRECTOR

GENERAL OVERVIEW

The role of Marketing Director encompasses working with all other BUSA committee members to plan, produce and distribute marketing collateral for BUSA events. The BUSA marketing director will also be required to run all BUSA social media platforms and be a primary point of communication between the BUSA committee and the wider student body. This role is best suited to a creative individual who has an interest in social media marketing.

ROLE SPECIFIC DUTIES

- Thorough knowledge of Adobe Photoshop or a similar program.
- Organisation of the semesterly student wall planner.
- Creation of BUSA business cards.
- Creation of marketing collateral for other BUSA member's events.
- Social media marketing of other BUSA member's events as well as other university events.
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

15+ hours

**ADMINISTRATION
AND
COMMUNICATION
POD**

For more information please email:
marketing.busa@bond.edu.au

IT DIRECTOR

GENERAL OVERVIEW

The IT director position is broadly in charge of accommodating all of the information-technology requirements of the committee as a whole. More specifically, this involves managing the BUSA website and its subsidiaries, keeping the events list up to date and interacting heavily with the clubs and societies director for organising surveys for events such as executive drinks.

ROLE SPECIFIC DUTIES

- Developing, maintaining and updating the BUSA website
- Accommodate reasonable IT requests from other members of the committee and the broader student body
- Manage the events list on the BUSA website
- Manage the BUSA WHM portal and associated website
- Web development skills are highly favourable (in general)
- Graphic design skills in Photoshop is again favourable as you will be generating content for the website and will require associated graphics to compliment
- Some degree of understanding of programming is recommended despite the fact that the site runs on WordPress. BUSA hosts a variety of other student club websites and thus knowledge of the LAMP (Linux, Apache, MySQL and PHP) framework is useful
- Previous experience with CPanel and WHM
- Strong communication skills are essential as you will be required to post weekly event updates and generate content for the website that users which to read in a concise manner
- The IT/Communications Director interacts with all other positions on the BUSA Committee. You should be prepared to work closely with other portfolios on their individual projects.
- You should use initiative to identify possible holes in other portfolios, where a technical solution may assist in improving efficiency.

TOTAL HOURS PER WEEK

12+ hours

**ADMINISTRATION
AND
COMMUNICATION
POD**

For more information please email:
it.busa@bond.edu.au

PUBLICATIONS DIRECTOR (EDITOR OF BOUND)

GENERAL OVERVIEW

The role of the Publications Director on the Bond University Student Association (BUSA) makes you responsible for the overarching student university publication: Bound Magazine. While there are many responsibilities and demanding hours required, it is an exceptionally rewarding role that will greatly benefit anyone aspiring to build a pathway into the journalism and media industries. *Basic knowledge of InDesign is highly recommended.

ROLE SPECIFIC DUTIES

- Source content and contributions from Bond University students
- Convene a group of consistent writers, including suggesting article ideas
- Proofread and edit articles
- Organise the timeline for submissions, editing, printing and distribution
- Design the layout with Adobe programs such as InDesign and PhotoShop
- Work with the Corporate Relations Director to secure advertisements
- Work alongside the Marketing Director for promotional material
- Liaise with a professional printing press to ensure the publication is of optimal standard
- Oversee the FSA's and wider university publications, including organising collaboration between such
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

15+ hours

**ADMINISTRATION
AND
COMMUNICATION
POD**

For more information please email:
publications.busa@bond.edu.au

INTERNATIONAL STUDENT LIAISON

GENERAL OVERVIEW

The role of International Student Liaison is the overarching representative role of cultural clubs and international students on campus, which make up nearly 50% of the student population. This role is best suited to a student who has the ability to advocate for a large group of the student body who, at times, feel under represented. You must have strong communication and organisational skills as well as the ability to time manage.

ROLE SPECIFIC DUTIES

- The elected representative must be an international student and can be undergraduate or postgraduate
- They must hold a (role) on the International Student Association for the duration of their term on BUSA
- They must organise and attend regular meetings with the International Student Advisory Board
- They must organise International Week in Week 8 of the January Semester
- They must organise Global Food Festival in Week 8 of every semester
- They must continuously liaise with the Clubs & Societies Director, the Student Events Office & Cultural clubs on campus
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

12+ hours

LIAISONS

For more information please email:
international.busa@bond.edu.au

POST-GRADUATE STUDENT LIAISON

GENERAL OVERVIEW

The role is to serve as a liaison between Bond university student associations and the post-graduate, mature age and higher degree and research students enrolled at Bond University.

ROLE SPECIFIC DUTIES

- Serve as the postgraduate student director on the Post-Graduate Student Association and support the president in managing the committee
- Chair and manage the Post-Graduate Student Advisory Board
- Assist the Post-Graduate Student Association to facilitate post-graduate events
- Represent post-graduate students on the University Learning and Teaching Committee (ULTC)
- Represent post-graduate students on the Student Affairs and Services Quality
- Manage the post-graduate students iLearn community page
- Support fellow directors and executives on BUSA
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

10+ hours

LIAISONS

For more information please email:
postgrad.busa@bond.edu.au

CLUBS AND FINANCE LIAISON

GENERAL OVERVIEW

This role has been introduced to work closely and assist the BUSA Treasurer, Clubs and Societies Director and the Student Event Officer, Alison Trevethan. This role is perfectly suited for an individual who is organised, diligent and focused. It is also suited to students with IT skills and knowledge in accountancy though these skills are not essential.

ROLE SPECIFIC DUTIES

- Assist the BUSA Treasurer with the reconciliation of accounts and other accounting related practices
- Assist the BUSA Treasurer to ensure the BUSA accounts are compliant with all legal regulations
- Develop the Club Administration Hub with the Student Event Officer and Clubs and Societies Director
- Assist the Clubs and Societies Director with organising Club Sign On Day and Executive Drinks
- Assist the Student Event Officer with day to day organisational tasks
- All General Committee Duties listed on Page 3

TOTAL HOURS PER WEEK

10+ hours

LIAISONS

For more information please email:
treasurer.busa@bond.edu.au or
clubs.busa@bond.edu.au