

## ROLE DESCRIPTION

**Role Title:** 2018 Debates Committee Member

**Reporting to:** Director of Debates

### 1. General

The USU is governed by a Board of Directors which oversees a system of consultative structures, including advisory Committees. These Committees have specific areas of expertise, and together cover a broad spectrum of issues. The Board acts upon recommendations of Committees to formulate USU Policy and develop projects. Therefore, Committee Members have a stimulating and challenging role and have a chance to make a real difference to USU Policy and the provision of USU services.

The Debates Committee is made up of 11 students who govern the debating program. Committee members review the Debates regulations and take responsibility for organising the debating program, through portfolios that committee members are elected to. The Debates Committee supports the work of the Director of Debates.

The Debates Committee roles offer valuable benefits to those appointed. They provide leadership opportunities, management skills development and open up a whole range of exciting opportunities.

### 2. Timeline

The successful applicants will be required to commence in early November 2017 and will continue in the role until November 2018.

While the Committee system is quite flexible, Committee Memberships require a commitment of at least a few hours a month to complete tasks under your assigned portfolio and attendance at monthly Committee Meetings during semester

Meetings are generally held at 6pm on weekdays.

**It is strongly recommended that no holidays be planned to coincide with the appointment period. Any potential holidays or exchange programs should be discussed with the Programs Manager and the Director of Debates before you commit to them.**

### 3. Specific Responsibilities and Key performance Indicators (KPIs)

The Debates Committee Members are assigned one or more of the following portfolios at the commencement of the role:

#### **Honorary Treasurer and Social Director (1)**

- Responsible for the management of the socials budget, in conjunction with the Director of Debates and the Programs Manager
- Responsible for the coordination of the society's socials including start and end of semester functions, socials throughout USU tournaments and others as required

#### **Intervarsity Director (2)**

- Responsible for the administration of all Intervarsity tournaments throughout the year including Easters, Australs, Womens and Worlds including registration and trials

#### **Women's Director (2)**

- Responsible for the development of women within the debating society including the coordination of two training days per year and the administration of the Australian Women's Debating Championship

## **Communications Director (1)**

- Responsible for updating the society's web page, Facebook and Twitter accounts and looking for promotional opportunities for the society including media, sponsorship and in-kind support
- Recording and management of the points system

## **Schools' Programmes Director (2)**

- Responsible for the coordination of 4 Schools' Days per year

## **Competition Director (2)**

- Responsible for the coordination of all USU internal tournaments including weekly Internals, Grand Slam, Sydney Open, Pre-Australs, Sydney Novice, Sydney Mini

## **Development Officer (2)**

- Responsible for the ongoing development of the members of the society from novice to pro debaters including the organisation of seminars at the weekly Internals competition

## **Debates Committee Members will also be responsible for:**

- Attendance at up to 10 Committee meetings throughout the year
- Assisting the Director of Debates as necessary (this may, from time to time, fall outside your assigned portfolio)
- The positive promotion of the society and encouragement towards new members, particularly at welcome events at the start of each semester

## **4. Selection Criteria**

### **Essential Availability Criteria**

- Current University of Sydney Student
- University of Sydney Union Membership (current Access Card holder) for the duration of your tenure in this role.
- Able to commit to meeting several times a semester, generally from 5pm on weekdays
- Available for an interview of approximately 20 minutes duration as specified on the application form
- Available between 9am and 5pm to attend the compulsory USU induction on the 7<sup>th</sup> of November 2017

### **Essential Competency Criteria**

- Excellent written and verbal communication skills
- Demonstrated involvement in the USU Debating Society
- Demonstrated knowledge of USU and its activities
- Demonstrated knowledge of the University
- Demonstrated participation in events supporting the University Community
- Ability to work as a member of a team or autonomously
- Willingness to work within Work health & Safety and Equal Employment Opportunity principles.

### **Desirable Competency Criteria**

- Demonstrated involvement in the USU and its activities
- Demonstrated involvement in USU Clubs and Societies
- Demonstrated involvement in extracurricular community activities
- Participation in at least one Intersociety Debating Tournament