

# Roles and Responsibilities

## Cairns Campus Officer

Campus Location	Cairns
Hours per week	Up to 18hrs (excluding set periods as approved by Council)
Reports To	President
Number of positions supervised	Nil
Date Last Reviewed	16/04/2019

### Role

The role of the Cairns Campus Officer is to represent the Student Association and provide a service to the student cohort.

The Cairns Campus Officer will actively participate in stipulated committees as documented in the JCUSA Regulations. As a key member of the Clubs and Societies Committee, the Cairns Campus Officer will respond to Clubs and Societies queries in a timely manner and submit accurate documentation.

The Cairns Campus Officer is responsible for the delivery of exceptional customer service, accurate reporting, leading and managing JCUSA events and other tasks as directed by the President.

### Responsibilities

1. Attend, lead and participate in Council Events;
2. Mingle and interact with students;
3. Set up and pack down at events;
4. Identify events and participate in brainstorming ideas for events;
5. Submit a Council Report on the activities/campaigns related to the Cairns Campus to the Council Secretary one week prior to the ordinary meeting;
6. Make themselves available as the main point of contact for Clubs and Societies in the Cairns campus;
7. Be the person responsible for receiving and processing Clubs and societies' affiliation applications for Cairns clubs and societies;
8. Prepare, set up and execute the Induction for Clubs and Societies at the beginning of each semester in Cairns;
9. Perform all of the tasks which correspond to him/her regarding grant applications;
10. Attend meetings of committees, organisations and bodies which he/she is a member by virtue of the Constitution or regulations or by resolution of the Association Council;
11. Present a written report to the last ordinary meeting of the Association Council reviewing the activities in the portfolio for the year and if appropriate making recommendations to the Association Council for the following year;

12. Perform any other duties imposed by the Constitution or Regulations or directed by the association council;
13. To act in accordance with the association's general operations policy;
14. Will, in consultation with the president, set key performance indicators that will be presented at the first ordinary council meeting of the association council with a review by the president four (4) times annually;
15. Work out of a JCUSA Office and document this on a timesheet; and
16. Failure to meet the above responsibilities can result in a vote of loss of confidence as documented in the JCUSA Constitution 7.3 and 7.4.

### Expectations:

1. To be familiar with the content in the JCUSA Constitution and Regulations;
2. Work out of the office for up to 50% of the hours worked per week so students can meet with them and to promote a visual presence;
3. Respond to emails, phone messages and written communication within 2 business days;
4. Complete and submit true and accurate timesheets by the due date and time;
5. Complete required risk assessments at least 1 week prior to the event and post event evaluations within 5 business days of the event; and
6. Weekly communication with the President on their current tasks, activities and plans.

### Generic Accountabilities

There are generic responsibilities that apply to all James Cook University Student Association Councillors.

1. The **Cairns Campus Officer** is required to observe the lawful and reasonable directions, policies and decisions of the Student Association Council, understand comply with the Statutes and Rules of the Student Association, the policies and decisions of the Student Association subject to the Student Association Council as in force from time to time.
2. The **Cairns Campus Officer** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with Student Association WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The **Cairns Campus Officer** is required to exercise proper discretion in all matters affecting the well-being of the Association which involve public writing or speaking. This includes not making public statements of a political nature unless it is made clear that this does not represent the views of the Student Association and will only speak to the media upon prior approval from the President.