

Form of Nomination

We the undersigned hereby nominate (block letters):
(full name as per University roll)
for the position of on the 2023 Student
Association Council.

3 Nominators: (Who Must Be Ordinary Members of the JCU Student Association)

NAME (block letters)	STUDENT NUMBER	SIGNATURE
1.		
2.		
3.		

****By signing this document I acknowledge that I have read and understood the collection statement (see reverse) and voluntarily consent to the Student Association confirming my enrolment status subject to the provisions of the Privacy Act 1988. This information is collected for the JCU Student Association's own use in connection with this nomination.**

Acceptance

I hereby accept nomination Date:
(signature required)

Nominee's Student Number:

Nominee's Address for posting of notices:

Email: Telephone no.:

Important Notices

This form of nomination is required by Regulations, only for election by the JCUSA Ordinary Member Body. All names appearing on this form must be those of members of the Student Association - i.e. they must be students enrolled in any Subject, Course, or Degree programme of the James Cook University and be a current Ordinary member of the James Cook University Student Association.

No person shall nominate more than one person for the same position.

Confirmation of Validity of Nomination

Before nominations close, candidates are advised to seek written advice from the Electoral Officer confirming that their nomination is in order.

Electoral Officer Contact: theresa.priddle@jcu.edu.au

Corrections...alterations...amendments appearing on this form will result in the nomination being declared invalid.

Electoral Officer to Complete:

Name of Nominee:

Address:

Nomination received at (date/time):

Checked and found in order (signature):

FURTHER IMPORTANT INFORMATION FOR NOMINEES

Please note that the Regulations (8.4, Method of Nomination) state that:

"It shall be a requirement of nomination that a policy statement of no longer than 500 words in the case of Presidential candidates and no longer than 200 words for other candidates be submitted at the time of nomination. Failure to submit a policy statement shall automatically invalidate the nomination. The Policy statements shall be reproduced in an edition of The Bullsheel prior to the commencement of voting"

In other words, you **must submit a policy statement with your nomination form**. Because of the tight deadlines for producing policy statements, policy statements must be provided to us in electronic format.

Duties and Responsibilities of Office Bearers

The Townsville Campus Officer

IMPORTANT Please refer to the current JCUSA document for the complete list of duties, responsibilities and expectations for the role which can be found here:

<https://www.jcusa.edu.au/about-us/elections/>

Hrs determined by Council

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

The Townsville 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 Townsville 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 Councilor Report on the activities/campaigns related to the Townsville Campus to the Council Secretary one week prior to the ordinary meeting;
6. Convene regular meetings of the Townsville Campus Committee;
7. Make himself/herself available as the main point of contact for Clubs and Societies in the Townsville campus;
8. Be the person responsible for receiving and processing Clubs and societies' affiliation applications for Townsville clubs and societies;
9. Prepare, set up and execute the Induction for Clubs and Societies at the beginning of each semester in Townsville;
10. Perform all of the tasks which correspond to him/her regarding grant applications;
11. Attend meetings of committees, organisations and bodies which they are a member by virtue of the Constitution or regulations or by resolution of the Association Council;
12. 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;
13. Perform any other duties imposed by the Constitution or Regulations or directed by the association council;
14. To plan and coordinate events with clubs;
15. To book rooms for clubs in accordance with JCUSA policy – in coordination with JCU Timetable Team and their policies and guidelines;
16. To act in accordance with the association's general operations policy;
17. Will, in consultation with the president, set key performance indicators that will be presented at the

V1.2

second ordinary council meeting of the association council with a review by the president two (2) times annually;

18. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians;
19. Demonstrate a commitment to the James Cook University Student Association's values;
20. Demonstrate experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed;
21. Work out of a JCUSA Office and document this on a timesheet; and
22. 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 at least 50% of the allocated hours for the role 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.

The Postgraduate Officer

IMPORTANT Please refer to the current JCUSA document for the complete list of duties, responsibilities and expectations for the role which can be found here: <https://www.jcusa.edu.au/about-us/elections/>

Hrs determined by Council

The role of the Postgraduate Officer is to represent the Student Association and provide a service to the student cohort, as well as be the representative to the Council of Australia Postgraduate Associations.

The Postgraduate Officer will actively participate in stipulated committees as documented in the JCUSA Regulations and be the lead Councilor in charge of matters regarding postgraduate students (e.g. research, funding, etc.) who contact the JCUSA for assistance.

The Postgraduate 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. Convene regular meetings of the Postgraduate Committee;

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6. Work with appropriate bodies within the University;
7. 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;
8. Submit a Councillor Report on the activities/campaigns related to the Postgraduate Officer to the Council Secretary one week prior to the ordinary meeting;
9. 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;
10. Perform any other duties imposed by the Constitution or Regulations or directed by the association council;
11. To act in accordance with the association's general operations policy;
12. Will, in consultation with the president, set key performance indicators that will be presented at the second ordinary council meeting of the association council with a review by the president two (2) times annually;
13. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians;
14. Demonstrate a commitment to the James Cook University Student Association's values;
15. Demonstrate experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed;
16. Work out of a JCUSA Office and document this on a timesheet; and
17. 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 at least 50% of the allocated hours for the role 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

The International Student Officer

IMPORTANT Please refer to the current JCUSA document for the complete list of duties, responsibilities and expectations for the role which can be found here:

<https://www.jcusa.edu.au/about-us/elections/>

Hrs determined by Council

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

The International Officer will actively participate in stipulated committees as documented in the JCUSA Regulations and work with appropriate bodies within the University and especially the International Support Team.

The International 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. Attend meetings of committees, organisations and bodies which they are a member by virtue of the Constitution or regulations or by resolution of the Association Council;
6. Submit a Councillor Report on the activities/campaigns related to the International Officer to the Council Secretary one week prior to the ordinary meeting;
7. 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;
8. Perform any other duties imposed by the Constitution or Regulations or directed by the association council;
9. Attend and assist with events held by the International Support Team as well as International Clubs and Societies;
10. To act in accordance with the association's general operations policy;
11. Will, in consultation with the president, set key performance indicators that will be presented at the second ordinary council meeting of the association council with a review by the president two (2) times annually;
12. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians;
13. Demonstrate a commitment to the James Cook University Student Association's values;
14. Demonstrate experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed;
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 at least 50% of the allocated hours for the role 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.

Queer Officer

IMPORTANT Please refer to the current JCUSA document for the complete list of duties, responsibilities and expectations for the role which can be found here:

<https://www.jcusa.edu.au/about-us/elections/>

Hrs determined by Council

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

The Queer Officer will actively participate in stipulated committees as documented in the JCUSA Regulations. They will also be the lead Council in charge of matters regarding Equity (e.g. Sexual or gender orientation, etc.) that the Council has decided to be involved in.

The Queer 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. Work with appropriate bodies within the University;
6. Attend meetings of committees, organisations and bodies which they are a member by virtue of the Constitution or regulations or by resolution of the Association Council;
7. Submit a councillor Report on the activities/campaigns related to the Queer Officer to the Council Secretary one week prior to the ordinary meeting;
8. 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;
9. Perform any other duties imposed by the Constitution or Regulations or directed by the association council;
10. To act in accordance with the association's general operations policy;
11. Will, in consultation with the president, set key performance indicators that will be presented at the second ordinary council meeting of the association council with a review by the president two (2) times annually;
12. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians;
13. Demonstrate a commitment to the James Cook University Student Association's values;
14. Demonstrate experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed;
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 at least 50% of the allocated hours for the role 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.

second ordinary council meeting of the association council with a review by the president two (2) times annually;

12. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians;
13. Demonstrate a commitment to the James Cook University Student Association's values;
14. Demonstrate experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed;
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.

Further information in relation to honorarium for Office Bearers can be found in the James Cook University Student Association Regulations. To obtain a copy of this document, please contact the James Cook University Student Association:

Townsville Student Association
JCU Student Association Building 133
1 James Cook University
TOWNSVILLE QLD 4814

Ph: (07) 4781 4400
Email: studentassociation@jcu.edu.au Web: www.jcusa.edu.au

Cairns Student Association
Building A24, James Cook University | Nguma-bada Campus, Cairns

Ph: (07) 4232 1160
Email: studentassociation@jcu.edu.au Web: www.jcusa.edu.au

COLLECTION STATEMENT

ADMINISTRATION

James Cook University Student Association is committed to protecting your privacy.

The *Privacy Act 1988* (the Act) sets out a number of principles concerning the protection of your personal and sensitive information.

Personal Information – is any information, whether recorded by document or electronically, about you. It may include your name, date of birth, address, telephone number, email address or drivers licence number.

Sensitive Information – is a special category of personal information including details or opinion about a person's:

- Racial or ethnic origin;
- Political opinion;
- Political, religious or philosophical memberships, beliefs or affiliation;
- Membership of a professional association, trade association or trade union;
- Sexual preferences or practices;
- Criminal records;
- Health or disability (past or present); and
- Expressed wishes about the future provision of health services.

Who will be Collecting your Personal Information at JCU Student Association?

JCU Student Association, its agents and employees will collect your personal information only for its own use in connection with your service requirements.

If you wish to contact JCU Student Association about your personal information you should contact:

James Cook University Student Association
Secretary

By email: theresa.priddle@jcu.edu.au

By telephone: (07) 4232 1160
Or FREECALL: 1800 330 021

How JCU Student Association Collects Information?

Personal information is collected by JCU Student Association in document form when:

- You fill out and submit one of JCU Student Association Application or Registration forms;
- JCU Student Association receives any information about you from any other source.

Storage of Information by JCU Student Association

All personal information that JCU Student Association hold about you will be stored securely;

- By hardcopy; and/or
- Electronic filing.

All information stored electronically will be stored within secure software accessible only by or through authorised JCU Student Association personnel.

How your Information will be used by JCU Student Association?

Your personal and sensitive information may only be used for the purpose for which it is collected which will include:

- The provision of the particular service which you require;
- The delivery and management of the services you require;

Accuracy of Personal Information

You should ensure that the personal information you provide to JCU Student Association is accurate, complete and up to date where possible.

Disclosure of your Information to Others

- Your personal information and (with your consent) your sensitive information may only be disclosed for the purpose for which it was collected and will only be disclosed to:
 - JCU Student Association's staff and personnel;
 - JCU Student Association professional advisers including lawyers;
 - Government or regulatory authorities as required by law;
 - JCU Student Association related service providers

Failure to Provide Information to JCU Student Association

If you do not provide the information JCU Student Association requests from you, JCU Student Association may be unable or limited in its ability to provide the services you require.

Accessing and Correcting Your Information with JCU Student Association

Subject to some exceptions, which are set out in the National Privacy Principles (Principle 6 – Access and Correction), you have a right to access and obtain a copy of the information held by JCU Student Association about you.

Should you become aware that any information that JCU Student Association holds about you is not accurate, complete and up to date, please inform JCU Student Association and JCU Student Association will take responsibility steps to correct it so that it is accurate, complete and up to date.

Should JCU Student Association disagree that any information that JCU Student Association holds is not accurate, complete and up to date, you may submit to JCU Student Association a written statement by you stating that particular information is not accurate, complete and up to date.

If you wish to exercise your rights of access and correction, you should contact JCU Student Association Privacy Officer whose details are indicated above.

In some cases JCU Student Association may impose a moderate charge for locating and providing access to your information.

CONSENT TO COLLECTION AND STORAGE OF INFORMATION BY JCU STUDENT ASSOCIATION

I, of

Who can be identified by (student identification number)

Have read and understood the Collection Statement and voluntarily consent to:

- Personal and sensitive information about me being collected by JCU Student Association as outlined above
- Personal and sensitive information about me being used by JCU Student Association as outlined above
- Personal and sensitive information about me being stored by JCU Student Association as outlined above
- Personal and sensitive information about me being disclosed by JCU Student Association as outlined above

Dated this

day of

2022

Signed:

Witness:

Name:

Address:

Mandatory Induction attendance confirmation as per the Regulations

8.11 Association Council Induction

8.11.4 It is compulsory for a person elected to the Association Council at the Annual Election to attend the Induction referred to in clauses 8.11.1, 8.11.2 and 8.11.3.

As per section 8.11.4 in the JCUSA Regulations I acknowledge that I will attend and participate in the mandatory council induction.

Name:

Signature: Date:.....

Instructions: To be completed by every nominee

I, [name]

of [address],

declare that:

- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth) and
- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.

While I am a responsible person for the James Cook University Student Association, I agree to notify this charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the Corporations Act 2001, or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).

Declared at: [location]

On: [date]

Signature:

Name:

Position: