

CALL FOR NOMINATIONS FOR ISD POSTIONS

CALL FOR NOMINATIONS FOR OFFICER (PRESIDENT)

The ANUSA General Secretary, Meghan Malone, hereby calls for nominations for the vacant position of ANU International Students Department Officer. The Officer is responsible for the management of the affairs of the International Students Department and is described in their Constitution as follows:

6.2.2. The elected President of the ISD of a given year would sit in ANUSA as ANUSA International Officer.

6.2.3. The responsibilities of the President of the ISD includes, but are not limited to:

- (a) upholding the Constitution of the ISD;
- (b) formulating and implementing policies and actions necessary for the fulfilment of the purpose of the ISD as stated in section 2 of the Constitution and protect, represent, advocate for and advance the interest of all international students in ANU;
- (c) representing the ISD before all the bodies and organisations necessary to protect, represent and advocate for the interest of all international students in ANU;
- (d) ensuring coherence of the ISD's vision and plans to be in-line with the Constitution of the ISD, in particular section 2 of the Constitution;
- (e) attending and vote at the Student Representative Council (SRC) meetings of ANUSA. Vote should be casted based on the view of the department.

Any ordinary member of the International Students Department may nominate. Nominations must be sent to the Returning Officer, Meghan Malone by emailing to sa.admin@anu.edu.au from Monday 20 September, 9am until Friday 24 September, 5pm. Voting will then occur online between Wednesday 29 September, 9am and Monday 4 October, 9am. The nomination form should be used.

Please check the notice issued by the Department regarding elections for all other positions.

If you have any questions about the election process, please contact the ANUSA General Secretary Meghan Malone at sa.gensec@anu.edu.au or sa.international@anu.edu.au.

CALL FOR NOMINATIONS FOR ISD EXECUTIVE

I hereby call for nominations for the following positions on the ISD Executive.

Nomination Information

Nominations open Monday September 20 at 9am and close on Friday September 24 at

5pm. If required, there will also be opportunity for an extension of nominations.

The only requirement for nomination is that the nominating person is an ordinary member of the ISD.

Nominations should be emailed to the Returning Officer, Meghan Malone by sending them to sa.admin@anu.edu.au. **The provided nomination form should be used.**

Elections will be conducted by online poll. Only ISD members will be able to vote. Voting will be open from 9am on Wednesday 29 September until 9am on Monday 4 October. Results will be released after this time.

Information on the available positions

The following positions can be nominated for:

1. President of the ISD whose responsibilities include but are not limited to:
 - (a) upholding the Constitution of the ISD;
 - (b) formulating and implementing policies and actions necessary for the fulfilment of the purpose of the ISD as stated in section 2 of the Constitution and protect, represent, advocate for and advance the interest of all international students in ANU;
 - (c) representing the ISD before all the bodies and organisations necessary to protect, represent and advocate for the interest of all international students in ANU;
 - (d) ensuring coherence of the ISD's vision and plans to be in-line with the Constitution of the ISD, in particular section 2 of the Constitution;
 - (e) attending and vote at the Student Representative Council (SRC) meetings of ANUSA. Vote should be casted based on the view of the department.

2. Vice-President of the ISD whose responsibilities include, but are not limited to:
 - (a) assisting the President of the ISD in their responsibilities enumerated in section 6.2.3;
 - (b) assist the President of the ISD in maintaining the welfare and coherence of the various executive members in ISD;
 - (c) contact national clubs and societies when required to disseminate relevant information that concerns the welfare of the international students' community at ANU;
 - (d) liaise with students and relevant organisations about accommodation issues; and
 - (e) carry out the duties of the President of the ISD when the President of the ISD is unable to do so.

3. Secretary of the ISD whose

responsibilities include but are not limited to:

- (a) convening and chairing all Committee Meetings;
- (b) receive and approve at their own discretion all apologies for absence at events and meetings; and
- (c) arranging for the venue, time and place for all Committee Meetings;
- (d) recording the minutes for all Committee Meetings;
- (e) having the recorded minutes vetted and approved by the President of the ISD and have them disseminated to all members of the Committee;
- (f) ensuring that all actions items that arose from the Executive Committee Meeting are followed up and actioned upon by the respective committee members.

Other:

- (a) Assist the President of ISD with their defined duties including preparing reports for ANUSA.
- (b) Prepare a newsletter, reporting on matters of the Department and other Canberra events to be disseminated with all members' contact list.
- (c) Be human resources coordinator for general directors' recruitment process.
- (d) Coordinate ISD Ambassadors' sign-up process and provide them with gratitude certificate and name badges.

4. Treasurer of the ISD whose responsibilities include, but are not limited to:

- (a) receiving, taking charge and arranging for all money belonging to ISD;
- (b) supervising all payments directed to be made by the ISD;
- (c) keeping such books and accounts as the Executive Committee of the ISD directs;
- (d) reporting on the financial position and performance of the ISD to the Executive Committee of the ISD in every Executive Meeting and to the Treasurer of ANUSA at the end of the term of the sitting Executive Committee;
- (e) preparing an annual budget for the following financial year of the ISD and ensuring that the Executive Committee approves it;
- (f) ensuring that the ISD remain loyal to the approved budget by either approving reimbursement or rejecting reimbursement according to the interest and good financial health of the ISD without compromising the function stated in section 2 of the ISD Constitution;
- (g) ensuring that ISD's actions regarding finances are in compliance with ANUSA's financial standards; and
- (h) preparing a report on the ISD's financial position and performance at the end of the term of the sitting Executive Committee and a statement of the receipts

and expenditure of the ISD for that financial year.

5. Wellbeing Director whose responsibilities include, but are not limited to:
 - (a) Liaising on behalf of the ISD with the relevant bodies at ANU to provide welfare, ANU bodies include but are not limited to: i. ANU Health; ii. ANU Counselling Centre; iii. ANU Sport; iv. ANU Security; v. Canberra Rape Crisis Centre; and vi. Any other relevant departments to ensure international students wellbeing.
 - (b) Prepare events that address the wellbeing of international students;
 - (c) Coordinate wellbeing events from organising to logistics;
 - (d) Take on projects that address the wellbeing of international students.

6. Social Director of the ISD whose responsibilities include but are not limited to:
 - (a) Organising and managing large scale social events;
 - (b) Coordinate social events from organising to logistics;
 - (c) Ensure run sheets are prepared for all events and adequate numbers of department members are present in order to ensure the smooth running of the event; and
 - (d) Coordinate with the publication director to ensure that events are adequately advertised.

7. Education Director whose responsibilities include, but are not limited to:
 - (a) Liaising on behalf of the ISD with relevant bodies at ANU such as:
 - i. Academic colleges; ii. ANU Dean of students; iii. ANU Skills and learning centre; iv. ANU Careers; v. External career advisory bodies; and vi. Any other relevant departments to ensure international students career accessibility and education support.
 - (b) Prepare events that address career development, professional networking and education support for international students.
 - (c) Coordinate events from organising to logistics
 - (d) Take on projects that support the career and educational development of international students.

8. Publications Director whose responsibilities include, but are not limited to:
 - (a) disseminating information that is of interest and relevance to the welfare and interest of international students to all international students in ANU;

- (b) maintaining and updating all websites and social-media pages of the ISD;
- (c) creating a database on the ISD's website for all documents, reports, policy and position papers; and
- (d) promoting ISD's initiatives and events to the wider student body.

Please email any further election related questions to the appointed Returning Officer, Meghan Malone at sa.gensec@anu.edu.au or sa.international@anu.edu.au noting that nominations should only be emailed to sa.admin@anu.edu.au.

Meghan Malone
Returning Officer