



ELECTION GUIDE 2024



TIMELINE

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25 July Nominations Open

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2 Sept Nominations Close

9 Sept Candidates' Briefing

10 Sept Campaigning Period Begins
Voting Opens

11 Sept Candidates' Debate

24 Sept Campaigning Period Ends
Voting Closes

26 Sept Official Announcement
Bondstock Gala Ball

4 Oct Annual General Meeting
Handover Lunch



IMPORTANT INFORMATION

NOMINATIONS

Candidates can self-nominate by completing the nomination form attached to the Electoral By-Laws which are sent to students via email and available at bond.edu.au/busu.

All nomination forms should be emailed to elections.busu@bond.edu.au by 9 am on Monday 2 September 2024.

COMMUNICATIONS

All information regarding elections will be distributed officially via student email.

ORGANISATION STRUCTURE

PRESIDENT

TREASURER

SECRETARY

**VICE PRESIDENT
(EDUCATION)**

**VICE PRESIDENT
(REPRESENTATION)**

**VICE PRESIDENT
(RECREATION)**

**VICE PRESIDENT
(SPORT)**

**VICE PRESIDENT
(COMMUNICATIONS)**

INTERNATIONAL
DIRECTOR

POSTGRADUATE
DIRECTOR

FIRST NATIONS
DIRECTOR

INCLUSION
DIRECTOR

WELLNESS
DIRECTOR

ARTS
DIRECTOR

CLUBS & SOCIETIES
DIRECTOR

CLUBS & FINANCE
LIAISON

SOCIAL
DIRECTOR

SPORTING CLUBS
& EVENTS
DIRECTOR

PUBLICATIONS
DIRECTOR

EXTERNAL
RELATIONS
DIRECTOR



COMMITTEE DUTIES

Outlined below are the requirements of every Management Committee member and some additional requirements of Executive Members.

FULL COMMITTEE

- Work to advance and promote the interests of students
- Work within pods to provide, conduct, and manage such activities, services, amenities or facilities which are in the interests of or benefit of students
- Attend Management Committee meetings
- Attend pod meetings as required
- Attend weekly office hours
- Assist weekly at Wednesday by the Water
- Assist with at least two Orientation Weeks
- Support the Association's initiatives
- Contribute to decision-making processes and committees of the University where appointed
- Be available for two professional development workshops
- Conduct a comprehensive handover with the successor

FULL EXECUTIVE

- Attend Full Executive meetings
- Lead and oversee the respective pod, its progress, budget, and strategic planning
- Be available at every Orientation Week

PRESIDENT

GENERAL OVERVIEW

The President is Chair of the Management Committee, strategically directs the Association and its initiatives, and leads the student community. The President is expected to lead by example and to support the Management Committee, affiliated bodies, and staff in delivering positive student experience outcomes. The President is the primary student representative to several high-level committees and works with the University on policy, governance, teaching and learning, success and wellbeing, safety, transition, student services, and more.

ROLE SPECIFIC DUTIES

- Oversee and support the Management Committee
- Chair meetings of the Management Committee and its Senior and Full Executive
- Be the Association's official spokesperson and manage the relationships between students, the Association, the University, and other stakeholders across a range of matters
- Act as the primary student representative to the Academic Senate and Student Transition, Wellbeing and Safety Committee
- Sit on the University Disciplinary Board to provide a student viewpoint and cast a deliberative vote toward the outcome of matters
- Monitor, assess, and guide the Association's strategic position and direction
- Work with the University to fund and implement capital projects (e.g., feminine hygiene product dispensers, swimming lessons, renovations)
- Set the standard for student conduct and lead a culture of inclusion, respect, and responsibility
- Attend events and conferences (including those where keynote presentations are required)
- Develop working relationships with the Chancellor, Vice Chancellor, Registrar, Provost, Deans, Chief Officers, Directors, and their teams to partner in responding to the higher education sector's challenges and opportunities
- Prepare weekly updates (to be sent each Wednesday) and comprehensive semesterly updates to be sent in Week 12
- Prepare an Annual Report to be presented at the Annual General Meeting and to the University Council
- All General Management Committee duties listed on Page 5

TREASURER

GENERAL OVERVIEW

The Treasurer oversees the Association's financial affairs and allocates the Student Services and Amenities Fee (SSAF) funding to the Association and its affiliated bodies. The workload varies throughout the semester but will be especially busy during the start and end of each semester as the budget is prepared and handed down. The Treasurer works closely with the Clubs and Finance Liaison, as well as the President and Secretary, and is part of the senior executive. Experience in budgeting, auditing, bookkeeping, cash flow, and risk management is essential.

ROLE SPECIFIC DUTIES

- Allocate SSAF funds amongst affiliated bodies based on their budget applications and the relevant SSAF legislation and policies
- Liaise with affiliated bodies regarding their funding applications and semesterly SSAF allocation
- Work with university staff, especially the SSAF Committee, to ensure maximum efficacy for the distribution of SSAF funding
- Work with university staff on a weekly basis to maintain the Association's financial statements and accounting practices
- Collaborate with the Full Executive to ensure that each team is properly financed for its activities on a semesterly basis and in deciding the prioritisation of capital expenditure
- Complete financial reconciliations of the Association's accounts and work with the accountant and auditors to ensure proper accounting practices are being followed
- Pay invoices for the Association, as well as process SSAF reimbursement requests
- Assist the Clubs and Societies Director and Clubs Finance Liaison to keep affiliated bodies informed of the funding allocation process and outcomes
- Serve as the Treasurer for the Bondstock Subcommittee
- All General Management Committee duties listed on Page 5

SECRETARY

GENERAL OVERVIEW

The Secretary is the chief administrator of the Association and is responsible for facilitating communication both within the Management Committee and between the student body and external stakeholders. The Secretary works closely with the President and Treasurer as part of the Senior Executive. Experience in people management, customer service, taking meeting minutes, and documentation is desirable.

ROLE SPECIFIC DUTIES

- Compile and distribute the agenda for the weekly Management Committee meetings
- Distribute the minutes and post-meeting action sheet from the weekly Management Committee meetings
- Create a master timetable and office hours roster each semester considering Management Committee members' class and work commitments
- Collect and sort mail for the Association and its affiliated bodies
- Respond or redirect, where appropriate, all emails sent to the official email inbox
- Ensure that the office is kept in good order and remains fully stocked with stationery
- Organise professional development workshops and opportunities for the Management Committee at the beginning and end of the term
- Facilitate the Management Committee handovers (e.g., granting office access to the new team and ordering uniforms and business cards)
- Coordinate the Association's elections and Annual General Meeting (and any Special General Meetings called)
- Foster team cohesion and facilitate the grievance management procedure
- All General Management Committee duties listed on Page 5

VICE PRESIDENT (EDUCATION)

GENERAL OVERVIEW

The role of the Vice President (Education) is to identify and enact areas where change is required in students' learning experiences. The role will involve communicating student interests to the University's academic and senior management staff. The Vice President (Education) assists the University in continuously tailoring their core business (i.e., teaching and learning). The Vice President (Education) leads the Education Team and sits with the President, Treasurer, Secretary, and other Vice Presidents as the Full Executive. An interest in policy and governance is essential.

ROLE SPECIFIC DUTIES

- Sit on the University Appeals Committee to provide a student viewpoint as well as cast a deliberative vote in those decisions
- Advocate for student interests in academic policy and curriculum discussions
- Collaborate with the President to represent student interests at the Academic Senate and in its Standing Committees (e.g., Student Admission and Progression Committee)
- Contribute to working groups addressing topics such as Generative Artificial Intelligence (GAI)
- Lead the Education Team in organising events and initiatives that support international and postgraduate students
- Chair the Education and Academic Affairs Advisory Council and convene semesterly meetings
- Create and submit the Education Team budget every semester
- Lead and support the International Director
- Lead and support the Postgraduate Director
- All General Management Committee duties listed on Page 5

POSTGRADUATE DIRECTOR

GENERAL OVERVIEW

The Postgraduate Director promotes the interests of postgraduate, mature-aged, and higher degree by research (HDR) students. The Postgraduate Director works closely with the Postgraduate Student Association to provide opportunities for involvement.

ROLE SPECIFIC DUTIES

- Liaise between the Association and the Postgraduate Students' Association to advertise and promote relevant events and initiatives
- Hold the position of ex officio Vice President of the Postgraduate Students' Association
- Work with the Vice President (Education) to highlight challenges and opportunities in postgraduate learning
- Represent postgraduate students on Standing Committees of the Academic Senate (e.g., Curriculum Review Committee)
- Communicate regularly with other postgraduate student representatives to facilitate networking events and study sessions
- All General Management Committee duties on Page 5

INTERNATIONAL DIRECTOR

GENERAL OVERVIEW

The International Director promotes the interests of international students and helps create an inclusive, vibrant, and respectful community for all students. The International Director collaborates with Bond International and the Office of Student Success and Wellbeing to create a 'home away from home' for international students.

ROLE SPECIFIC DUTIES

- Liaise between the Association, the International Students' Association and cultural affiliated bodies to advertise and promote cultural events and initiatives
- Hold the position of ex officio Vice President of the Bond International Students' Association
- Work with the Vice President (Education) to highlight challenges and opportunities in international learning
- Contribute to the Inclusion and Diversity Advisory Committee
- Liaise with Bond International to welcome international students (full degree program and study abroad)
- Attend and present at the International Student Welcome session during Orientation Week
- All General Management Committee duties on Page 5

VICE PRESIDENT (REPRESENTATION)

GENERAL OVERVIEW

The Vice President (Representation) coordinates student advocacy services, provides support to students involved in university decision-making and review processes, and leads student success and wellbeing initiatives. The Vice President (Representation) manages the Representation Team and sits with the President, Treasurer, Secretary, and other Vice Presidents as the Full Executive. Experience in interpreting policies and procedures and providing advice is desirable.

ROLE SPECIFIC DUTIES

- Provide advice to students involved in academic, administrative, and disciplinary matters, and act as student support throughout these processes
- Lead the Representation Team to ensure the minimisation of barriers to students' inclusion and success
- Assist the Inclusion Director to ensure that students living with a disability and those part of the LGBTQIA+ communities are properly enfranchised within the student experience
- Assist the First Nations Director to organise events and commemorations, including National Sorry Day, Reconciliation Week, and NAIDOC Week
- Assist the Wellness Director in promoting positive holistic wellness amongst students through different events and initiatives, including the semesterly Wellness Festival
- Chair the Advocacy Subcommittee and oversee their training, allocation of matters, and workload management
- Act as Secretary of the Education and Academic Affairs Advisory Council
- Create and submit the Representation Team budget each semester
- Advise the University on potential structural or managerial issues that are contributing to difficulties experienced by students
- All General Management Committee duties listed on Page 5

FIRST NATIONS DIRECTOR

GENERAL OVERVIEW

The First Nations Director works with Elders, the Association, the Nyombil Centre, and First Nations students. The First Nations Director is appointed from and by First Nations students and serves to directly represent their interests and encourage education and reconciliation.

ROLE SPECIFIC DUTIES

- Work with the Management Committee and affiliated bodies to ensure that student events and activities are appropriate and respectful of culture
- Act as the representative for First Nations peoples on the Management Committee
- Attend events and functions as the student representative of First Nations peoples
- Liaise with Elders, the Nyombil Centre, and the Office of the Provost to ensure that issues faced by First Nations students are properly addressed
- Ensure that educational content and statements regarding First Nations peoples or culture are approved by Elders before being given or shared
- Work with the Vice President (Representation) in bringing learning issues specific to First Nations students to the attention of the University
- Assist the Sports Team in preparing for the Indigenous National Championships
- Assist with organising tours of the Corrigan Walk during Orientation Week
- Promote and contribute to the planning and facilitation of commemorations and events such as National Sorry Day, National Reconciliation Week, and NAIDOC Week
- Attend Nyombil Committee meetings and collaborate with the Nyombil Centre to organise First Nations cultural immersion experiences for students
- All General Management Committee duties on Page 5

INCLUSION DIRECTOR

GENERAL OVERVIEW

The Inclusion Director ensures that all students feel included and welcomed within the Bond University community, acts as a voice within the Management Committee and the University for groups that might be disproportionately affected by decisions, and implement initiatives and campaigns.

ROLE SPECIFIC DUTIES

- Sit as the student representative on committees aimed at ensuring the interests of all students are accounted for in decision-making processes (e.g., the Ally Network)
- Work with the Office of the Provost to promote accessibility and inclusion
- Promote philanthropic and volunteer opportunities for students and raise awareness of notable social issues
- Continue offering Auslan lessons for students and staff
- Monitor and suggest necessary improvements to accessibility in and around campus
- Ensure that students within the differently abled and LGBTQIA+ communities are properly enfranchised within the student experience
- Encourage and promote a culture of respect and inclusion on campus
- All General Management Committee duties listed on Page 5

WELLNESS DIRECTOR

GENERAL OVERVIEW

The Wellness & Sustainability Director promotes wellness practices and a culture of care amongst the student community. The Wellness & Sustainability Director works with the Office of Student Success and Wellbeing and Sustainability Committee to co-design initiatives and programs.

ROLE SPECIFIC DUTIES

- Organise and promote events and initiatives that promote wellness holistically (e.g., physical, mental, environmental)
- Liaise with affiliated bodies, the University, and external stakeholders to organise wellness days throughout the semester
- Oversee the collation of entries for the Association's publication, The Conversation, and work with the Publications Director on the design, production and book launch event
- Collaborate with the Office of Student Success and Wellbeing to provide feedback on and co-design accessibility of wellbeing support services
- Where necessary, assist the Medical Clinic, Counselling Services and Sports Centre in advertising their campaigns and initiatives amongst the student body
- Liaise with the University's Sustainability Committee to bring a student perspective to university-led initiatives
- Chair the Association's Sustainability Subcommittee
- All General Committee Duties listed on Page 5

VICE PRESIDENT (RECREATION)

GENERAL OVERVIEW

The Vice President (Recreation) oversees the social and recreational offerings for students throughout their time at Bond from Orientation to Graduation. The Vice President (Recreation) also allocates and creates a semesterly schedule for student events after consulting with affiliated bodies. The Vice President (Recreation) leads the Recreation Team and sits with the President, Treasurer, Secretary, and other Vice Presidents as the Full Executive. Experience in event management is desirable.

ROLE SPECIFIC DUTIES

- Organise and run social events for students during Orientation in collaboration with the University Events Centre
- Be the Association and the University's point of contact for all student-led Orientation Week activities
- Convene the Bondstock Subcommittee
- Work with the Social Director in organising the Mid- and End-of-Semester Bash
- Allocate Thursday night social events to each Faculty Student Association and other affiliated bodies each semester
- Work with the Clubs and Societies Director to organise Club Sign-On Day and Club Executive Awards every semester
- Work with the Arts Director to ensure the progression and student involvement of the arts
- Act as the Association point of contact for buses, nightclubs, and other Gold Coast entertainment venues and negotiate after-party agreements
- Work with the University Events Centre to ensure a comprehensive calendar of social and recreational opportunities for students without theme or date clashes between events or prioritisation over students' academic endeavours
- Lead the Recreation Team in ensuring that all students have the opportunity to mix and socialise in interest groups or as a whole
- Create and submit the Recreation Team budget every semester
- All General Management Committee duties listed on Page 5

ARTS DIRECTOR

GENERAL OVERVIEW

The Arts Director coordinates the continuation and improvement of the arts, with a particular focus on BARTs Week each semester, bringing together students from all cohorts to participate, collaborate, and immerse themselves across a diverse range of the arts. The Association's arts efforts are focussed on four main subcategories: literature, visual arts, modern arts, and music. Passion and creativity are essential. Event management skills are desirable.

ROLE SPECIFIC DUTIES

- Coordinate the semesterly BARTs Week
- Ensure the music room is maintained and accessible to students
- Liaise with the arts clubs (e.g., Bond Vox Choir)
- Initiate arts events throughout the semester
- Work with the Office of Engagement to promote student arts events and initiatives
- Lead the Association's support for partnerships with the Gold Coast Chamber Orchestra and Opera Queensland
- Work with the Vice President (Communications) to run the BARTs Instagram account to promote events and opportunities for all students
- All General Management Committee duties listed on Page 5

CLUBS & SOCIETIES DIRECTOR

GENERAL OVERVIEW

The Clubs and Societies Director administers student clubs and societies, excluding sporting clubs and societies. The role requires assisting clubs with their day-to-day operations, helping students create new clubs, and generally keeping club executives informed and supported.

ROLE SPECIFIC DUTIES

- Organise Club Sign-On Day every semester in collaboration with the Vice-President (Sport) and the External Outreach Director regarding sporting clubs and societies and externals
- Organise and present Club Executive Awards every semester
- Facilitate handover meetings with outgoing and incoming club executives
- Evaluate new club applications and help the club and its executives develop and grow
- Work with the Clubs & Finance Liaison and the Treasurer on budget decision-making
- Ensure correct governance procedures, including the Affiliated Bodies Charter, are followed
- Work with the Clubs & Finance Liaison to ensure clubs and societies are informed of the funding allocation process and outcomes
- Manage and help solve grievances within and between clubs and societies should any arise
- Field and answer general questions from both club executives and students about clubs and societies
- All General Management Committee duties listed on Page 5

CLUBS & FINANCE LIAISON

GENERAL OVERVIEW

The Clubs & Finance Liaison works closely with and assists the Treasurer in the funding allocation process for clubs and societies and works closely with and assists the Clubs & Societies Director with club administration. The Clubs & Finance Liaison is required to apply attention to detail, organisation, and communication to inform clubs and societies about the funding allocation process.

ROLE SPECIFIC DUTIES

- Assist the Treasurer during the funding allocation process by fairly and reasonably evaluating club requests, planned events, and objectives for the semester
- Assist the Treasurer with the reconciliation of accounts and other accounting practices
- Assist the Treasurer to ensure that all budgetary decisions are compliant with the relevant SSAF legislation and policies
- Work with the Clubs & Societies Director to organise Club Sign-On Day and Club Executive Awards
- Work with the Clubs & Societies Director to ensure clubs and societies are informed of the funding allocation process and outcomes
- Assist the Clubs & Societies Director with club administration and, where necessary, step in to facilitate handovers with outgoing and incoming club executives
- Manage and update the Club Administration Hub on Microsoft SharePoint
- Ensure the register of Club Executives is up to date
- All General Management Committee duties listed on Page 5

SOCIAL DIRECTOR

GENERAL OVERVIEW

The Social Director organises and improves the social events offered by the Association every semester. This role works closely with the Vice President (Recreation) as well as the University Events Centre and Food and Beverage Department to effectively execute events every semester.

ROLE SPECIFIC DUTIES

- Organise the Welcome to Bond social event, Mid-Semester Bash, and End-of-Semester Bash
- Generate engaging themes and decorations for social events
- Organise inclusive opportunities for social engagement throughout the semester
- Work with the Vice President (Communications) to promote social events to students
- Assist the Vice President (Recreation) to organise student-led Orientation Week activities
- Where necessary, assist the Sporting Clubs & Events Director to organise sporting events
- Assist clubs and societies in hosting their on-campus events
- All General Management Committee duties listed on Page 5

VICE PRESIDENT (SPORT)

GENERAL OVERVIEW

The Vice-President (Sport) drives the organisation, management, and uptake of student-led sporting opportunities at the University. The Vice President (Sport) works closely with Bond Sport and sporting clubs and societies to foster the student sporting culture. The Vice President (Sport) leads the Sport Team and sits with the President, Treasurer, Secretary and other Vice Presidents as the Full Executive. Passion for and engagement with sport are essential, and administrative skills are desirable.

ROLE SPECIFIC DUTIES

- Liaise with Bond Sport and sporting clubs to organise and prepare for UniNationals, including a preparatory intervarsity event
- Organise the semesterly 'Learn to Swim' program for students and staff
- Organise and lead two Presidents' Advisory Committee (PAC) meetings per semester
- Work alongside the Club Sports Program Manager regarding sporting club-specific issues (e.g., venue bookings, intra-club issues, and universal handover)
- Work with the First Nations Director and the Nyombil Centre in preparation for the Indigenous National Championships
- Oversee the funding allocation process for sporting clubs and societies and facilitate communication between them, the Sporting Clubs & Events Director, and the Treasurer
- Assist the Treasurer during the funding allocation process by assisting in the fair and reasonable evaluation of club requests, planned events and objectives for the semester
- Encourage participation in sports at Bond through the promotion of clubs and events
- Observe changes in the sporting community at Bond and update the Playbook as required
- Ensure that the register of Sporting Clubs Executives is kept up to date
- Facilitate Club Sign-On Day in collaboration with the Clubs & Societies Director for all sporting clubs and societies
- All General Management Committee duties listed on Page 5

SPORTING CLUBS & EVENTS DIRECTOR

GENERAL OVERVIEW

The Sporting Clubs & Events Director facilitates financial and administrative management between the sporting clubs and the Association and organises and promotes sporting and social events focused on building a positive sporting culture. The role requires someone who understands the unique needs of sporting groups and also involves encouraging attendance at sporting events, as well as, more generally, creating interest in sports amongst students.

ROLE SPECIFIC DUTIES

- Organise and promote social events in relation to major local, national and international sporting events (e.g., State of Origin, Ladies' Day Rugby, Melbourne Cup, Superbowl, Olympics and Commonwealth Games)
- Organise and promote social sporting events, including inter-faculty sports, inter-building sports, and other social events
- Encourage student attendance at Bond University Tier 1 Games (AFL, Rugby, Netball), Rival Nights, and the events listed above
- Encourage participation in sports at Bond through the promotion of clubs and events
- Work with the First Nations Director and the Nyombil Centre in preparation for the Indigenous National Championships
- Attend Presidents' Advisory Committee (PAC) meetings
- Assist the Vice President (Sport) with sporting club-specific issues (e.g., venue bookings, intra-club issues, universal handover)
- Assist the Treasurer with the funding allocation process for sporting clubs and societies and be available to advise clubs and societies on their applications
- All General Management Committee duties on Page 5

VICE PRESIDENT (COMMUNICATIONS)

GENERAL OVERVIEW

The Vice President (Communications) works with other Management Committee members to plan, produce, and distribute marketing collateral for the Association's events and initiatives. The Vice President (Communications) is required to run all social media platforms and implement a communications strategy to maximise student engagement. The Vice President (Communications) leads the Communications Team and sits with the President, Treasurer, Secretary and other Vice Presidents as the Full Executive. Skills in photography, content capturing, social media management, and publications are essential.

ROLE SPECIFIC DUTIES

- Create all print and digital marketing collateral for the Association's events
- Manage social media (Facebook/Instagram/TikTok) by posting original content, reposting information from clubs and societies, University departments, and stakeholders and answering and responding to messages and queries
- Act as the primary administrator for the Bond University Textbook Exchange page
- Advertise events, initiatives, and important information to students
- Compile information for and design the semesterly student wall planner
- Lead the Communications Team in ensuring that students are informed and involved
- Have experience and knowledge in the use of major programs and design tools, including but not limited to Canva, InDesign, and the Adobe Suite
- Create and submit the Communications Team budget every semester
- Maintain and update the Association's pages on the Bond University website
- Organise official headshots and group photos
- Create email signatures and business cards
- All General Committee Duties on Page 5

PUBLICATIONS DIRECTOR

GENERAL OVERVIEW

The Publications Director sources submissions, designs, and edits the Association's student magazine 'BOUND'. The Publications Director is also the editor of the Association's weekly newsletter, 'Wednesday by the Water'. The Publications Director liaises with all members of the Management Committee to promote student events and initiatives at Bond.

ROLE SPECIFIC DUTIES

- Acts as Editor-in-Chief of the BOUND magazine
- Organises a timeline for publications, including print and digital distribution
- Designs and updates the Wednesday by the Water newsletter to reflect relevant information about student life
- Liaise with the Vice President (Communications) to promote the Association's events in the Wednesday by the Water newsletter
- Assists the Wellness Director in designing and publishing The Conversation
- Assisting the External Relations Director to update and publish the Sponsorship Prospectus as well as to place promotions within BOUND or the Wednesday by the Water Newsletter
- Liaise with clubs and societies to encourage collaboration and cross-communication amongst contributors and writers for other student publications
- Liaise with the archives to ensure all student publications from the Association are documented
- All General Management Committee duties on Page 5

EXTERNAL RELATIONS DIRECTOR

GENERAL OVERVIEW

The External Relations Director creates and maintains sponsorship, corporate partnerships, and other relationships between external organisations and the Association. The role requires a professional approach to building links that benefit students through sponsorship agreements, on-campus visits from partners, and student discount programs. The role will also include the ideation and creation of outreach marketing strategies.

ROLE SPECIFIC DUTIES

- Manage relationships with existing sponsors and provide updates on the opportunities for advertisement, promotion, and exposure the Association can provide
- Maintain a master list of organisations and businesses contacted and continue to reach out to new entities to potentially create new relationships
- Provide potential sponsors or partners with the Sponsorship Prospectus and negotiate on behalf of the Association to extract maximum benefit for students
- Contact and organise external vendors to attend Club Sign-On Day every semester
- Work with the Clubs & Societies Director to organise Club Sign-On Day, especially with relation to the arrival, placement, and departure of external vendors
- Work with the Vice President (Communications) to advertise for sponsors and partners
- Work with the Alumni Centre to develop relationships between alumni and current students
- Collaborate with the Communications Team to ideate and create other outreach marketing strategies, focusing on fun and entertaining content (e.g., TikTok and Instagram Reels)
- All General Management Committee duties on Page 5

