

# THE ROLE OF THE SOUTH WEST OFFICER



**Honoraria** \$793.19 per month

## **Purpose**

You are one of the Guild's deputy leads for student life, engagement and advocacy on the South West campus. Working with the Vice President Activities & South West (VPASW) as Department Chair, you coordinate South West Student Representatives, support the South West Department to run effectively, and turn local student feedback into safe, inclusive and value-for-money activities and advocacy. You help South West clubs to affiliate, develop and deliver events. You operate within the Constitution, Standing Orders and the South West Department Policy, and you are accountable to the Senate.

## **What the key duties involve day to day**

### Coordinate South West Department Representatives

- Be the first point of contact for Department Reps: circulate agendas, papers and dates; support attendance and preparation for Department meetings.
- Track attendance and engagement; prompt debriefs after events in collaboration with the Events & Marketing Team to capture issues, outcomes and follow-ups for the VPASW and Senate reports.

### Assist the VPASW to organise and run the South West Department

- Help plan the annual Department calendar; schedule meetings in collaboration with the General Secretary; draft agendas aligned to the Annual Department Plan.
- Contribute to the Annual Department Plan and Budget; provide updates on delivery, risks and wins to the VPASW for Secretariat/Senate reporting.

### Develop South West activities, campaigns and student engagement

- Co-design and deliver a balanced, inclusive program: O-Week activations, Clubs Carnival, on-campus mixers, low-cost daytime events, collaboration events with other Departments, and flagship events.
- Plan and run campaigns or pop-ups on community-building and student life ensuring WHS, risk and accessibility are addressed.

### Support South West Department clubs

- Guide clubs through affiliation in line with the Affiliation Policy.
- Support clubs to develop and grow.

### Evidence, student voice and feedback loops

Gather feedback via post-event surveys, quick polls, stall chats and club check-ins; map themes by campus, cohort and event type (cost, timing, accessibility, safety, inclusivity, vendor quality).

Use evidence to refine the annual program and inform submissions or proposals led by the VPASW (e.g., facilities usage, activation needs).

Close the loop by sharing outcomes and improvements through Department channels and Guild communications.

Contribute to quarterly and annual reporting.

### Recruitment, continuation and compliance for Department Representatives

- Support the VPASW with recruitment and selection per the South West Department Policy.

## **What a typical week can look like (varies by period)**

- Prep and run one South West Department meeting or rep roundtable; produce minutes/action lists.
- Support 1–2 South West clubs with affiliation or funding requests; coordinate with events/finance teams on logistics or acquittals.
- Progress a South West activation (e.g., market day, morning tea, local partner pop-up): book space, confirm vendors/security, align comms, complete risk/WHS checklist.
- Collect and review feedback on facilities/services; draft a short brief for the VPASW to escalate or include in Secretariat/Senate reporting.
- Student engagement: answer rep/club queries; run a quick poll on preferred event times or campus amenities.

## **Time commitment and expectations**

- Peak periods: O-Week and semester starts, Clubs Fest, major/flagship South West events, policy consultations impacting regional campuses, end-of-year transitions and rep recruitment/continuations.
- Steady part-time workload with some evenings or weekend sessions for community-linked events; plan around your study/placement commitments and communicate availability early.

## **What success looks like**

- A motivated, well-supported South West Representative group with consistent participation and effective debriefs that drive program and advocacy improvements.
- A clear annual calendar tailored to South West needs, with strong attendance, positive feedback and safe, compliant delivery.
- Timely club affiliations and fair funding decisions; smooth logistics with regional vendors and on-time acquittals.
- Evidence-based improvements recorded for South West students (e.g., better space access and hours, improved connectivity and amenities, safer and more inclusive events, enhanced support around placements and wellbeing).
- Organised records, action logs and on-time contributions to Senate/Secretariat reports.

## **Support and training you'll receive**

- Operational team support across events, finance, marketing & communications, compliance and administration to handle day-to-day delivery.
- Governance, WHS, finance and risk training; templates for agendas, minutes, budgets, grant criteria, event run-sheets, and risk assessments.
- Published Department Policy and the Affiliation Policy to guide decisions and establish event planning procedures and practices.

## **Boundaries and good practice**

- Work within the Constitution, Standing Orders and Department Policies; respect financial delegations and approval thresholds.
- Ensure appointments and processes for student reps and clubs follow the relevant policies; document decisions and keep records organised.
- Declare conflicts (e.g., involvement with a club you fund) and recuse as needed; maintain confidentiality for committee papers and student information.
- Provide written reports to the Vice President and to each scheduled Senate meeting; implement Senate directions and keep action logs up to date.

## **Prerequisites**

A Candidate for the South West Officer position must be an attend the University's South West (Bunbury) campus.