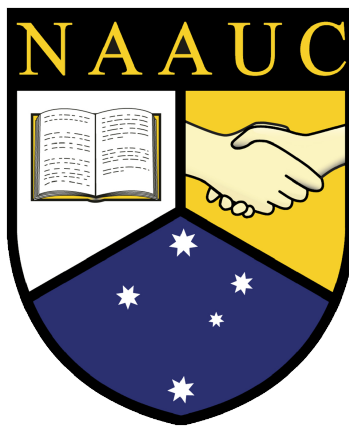


**NATIONAL ASSOCIATION OF AUSTRALIAN  
UNIVERSITY COLLEGES**



**Position Description: Conference Director**

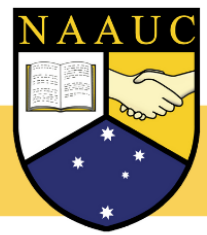
*Approved By The NAAUC Executive Committee: 6th of February 2023*



***The National Association of Australian University Colleges (NAAUC) is the peak representative body for university students living on campus in Australia. NAAUC has three primary functions; to connect students from residences across the country, to support and educate student leaders about community building and cultural issues, and to advocate for students and student issues. NAAUC is a registered charity, and operates in all Australian States and Territories.***

***The Conference Director is responsible for overseeing the planning and creation of our week long NAAUC National Conference. Under this responsibility, the Conference Director will manage both the logistical elements of the Conference, and the conceptualisation and execution of the social program.***

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## **1 Classification**

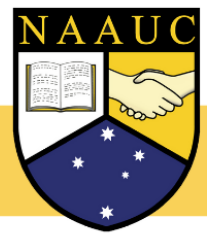
- 1.1 The Conference Director is a part-time volunteer role.
- 1.1 The Conference Director serves from the time of their appointment until the changeover meeting in the following cycle.

## **2 Reporting**

- 2.1 The Conference Director reports to the President
- 2.2 The Conference Director reports to the Executive Committee on a weekly basis.
- 2.3 As an Executive Committee member, the Conference Director must report to NAAUC's members at General Meetings.

## **3 Objectives Of The Role**

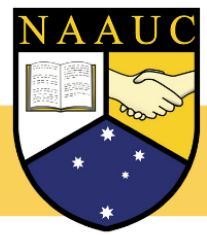
- 3.1 The Conference Director is tasked with delivering a high quality National Conference. This involves many different tasks, but largely focuses on the organisation of all National Conference logistics, the development of the social program in conjunction with several different NAAUC team members, liaison with the Host Residence, and the selection and organisation of National Conference guest speakers.



## 4 About the Role

### 4.1 Essential Functions

- 4.1.1 Plan the structure and logistics of a six day National Conference.
- 4.1.2 Liaise with the Academic Director regarding the National Conference program and academic presentations.
- 4.1.3 Create and organise the National Conference timetable, in conjunction with the Academic Director
- 4.1.4 Work with the Treasurer to ensure that the National Conference budget is adequately managed.
- 4.1.5 Oversee the social program organised by various NAAUC team members.
- 4.1.6 Work collaboratively with NAAUC team members to create the social program of the National Conference, including event analysis, securing venues, entertainment hire, and bookings.
- 4.1.7 Ensure all social events meet requirements including risk management and liquor licensing and that the appropriate paperwork is detailed and complete.
- 4.1.8 Liaise with the host residence staff including head of residence, catering staff, and any other staff for the National Conference.
- 4.1.9 Liaise with the Red Frogs Australia team and the President regarding the social program.
- 4.1.10 Manage the stocktake, purchase, and distribution of NAAUC's merchandise.
- 4.1.11 Create and lead the implementation of a National Conference ticket sales strategy.



## **4.2 Other Duties**

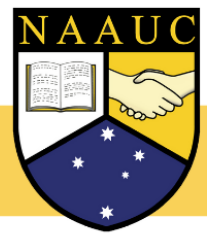
- 4.2.1 Work with the Academic Director to seek out keynote speakers and National Conference seminar facilitators.

## **4.3 General duties**

- 4.3.1 Complete all tasks as requested by the Executive Committee.
- 4.3.2 Create materials for, and present a National Conference academic seminar. The Conference Director will also present at other NAAUC events as required.

## **4.4 Work Conditions**

- 4.4.1 As NAAUC operates across all states and territories, the Conference Director will be required to work remotely, and from home, with the NAAUC Team and with key stakeholders.
- 4.4.2 The Conference Director is expected to perform ten hours of duties per week on average.
- 4.4.3 The Conference Director must be available for contact as much is reasonably possible.
- 4.4.4 The Conference Director is expected to attend weekly Executive Committee meetings and monthly team meetings.
- 4.4.5 The Conference Director is required to attend NAAUC's in person meetings on a quarterly basis, and all of NAAUC's major events, including relevant State Summits and NAAUC's National Conference.



## 5 Required Competencies

### 5.1 Knowledge

- 5.1.1 The Conference Director **must** have an understanding of;
  - 5.1.1.1 How to plan and execute a successful social event,
  - 5.1.1.2 NAAUC's National Conference and how it has traditionally operated.
  
- 5.1.2 Ideally the Conference Director will also have knowledge of;
  - 5.1.2.1 Organising schedules and logistical planning,
  - 5.1.2.2 Stakeholder liaison.

### 5.2 Skills & Abilities

- 5.2.1 The Conference Director **must** have the ability to;
  - 5.2.1.1 Oversee the creation of social events, and all that this entails.
  - 5.2.1.2 Manage different working groups responsible for the creation of each social event.
  
- 5.2.2 Ideally, the Conference Director will have some ability in relation to;
  - 5.2.2.1 Sales strategy and building relations with key stakeholders.

### 5.3 Attributes

- 5.3.1 The Conference Director must display a high degree of professionalism when engaging with stakeholders.



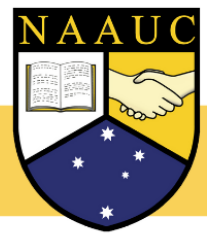
## 6 Requirements

### 6.1 Credentials & Qualifications

- 6.1.1 The Conference Director must have, or be a position to rapidly obtain;
  - 6.1.1.1 First aid training.

### 6.2 Education & Experience

- 6.2.1 The Conference Director must be currently enrolled at, be on a leave of absence from, or have graduated from a recognised tertiary institution in Australia.
- 6.2.2 The Conference Director must have lived on campus at a University College or residence.
- 6.2.3 Ideally, the Conference Director will have experience;
  - 6.2.3.1 Leading a student team at a University College or residences, particularly an independently elected student body.
  - 6.2.3.2 On the NAAUC team in some capacity.



## **7 Key Selection Criteria**

- 7.1 High level communication skills and interpersonal management skills.
- 7.2 Demonstrated understanding of NAAUC's purpose, strategic direction, and value in University Colleges.
- 7.3 Ability to work collaboratively with the Executive Committee and demonstrate transparency relating to organisational matters.
- 7.4 Ability to develop a comprehensive program of events as it relates to the NAAUC National Conference.
- 7.5 Ability to engage professionally with external organisations and stakeholders.
- 7.6 Ability to lead projects across a broad and diverse team, working closely with individual team members to coordinate the development of social activities.
- 7.7 Demonstrated ability to plan and manage social events.

## **8 The Ideal Candidate**

- 8.1 The Ideal Candidate for Conference Director is an individual who has lived on campus at University for an above average period of time, and was elected to a senior position on the student leadership team at their residence. The ideal candidate will be studying and/or working part time, and be in a position to devote a significant amount of time to the organisation. The ideal candidate will have a keen interest in event planning and the delivering of high quality networking and social events aimed at building delegate connections. The Conference Director will ideally be a creative individual with the capacity to generate new and exciting event ideas, and find solutions to problems quickly and effectively. The Conference Director will be able to work collaboratively on a range of different projects simultaneously, and ensure all





milestones are being met. Ideally the Conference Director will be a driven and organised individual.

## **9 Additional Requirements**

- 9.1 In order to be appointed Conference Director, an individual must undergo an application and interview process, and be selected by the Executive Committee. Individuals should follow NAAUC's application and appointment process listed on its website.



## 10 Approval and Review

| Approval and Review       | Details                                |
|---------------------------|--|
| <i>Approval Authority</i> | The NAAUC Executive Committee.         |
| <i>Administrator</i>      | President, NAAUC.<br>Secretary, NAAUC. |
| <i>Next Review Date</i>   | 10/12/2023                             |

| Approval and Amendment History              | Details   |
|---|---|
| <i>Original Approval Authority and Date</i> | Approved by NAAUC Executive Committee on the 13/09/2022 |
| <i>Amendment Authority and Date</i>         | NAAUC Executive Committee<br>No Amendments to date.     |
| <i>Notes</i>                                | None  |