

## **POSITION DESCRIPTION**

### **PART 1**

Position Title                      National SONA President Elect

Business Unit                      Membership - SONA

Location                      Residing state or territory

### **PART 2**

#### **Position focus**

The President-Elect works alongside the President to guide the future of SONA's programs, baseline membership benefits and the implementation of SONA's strategic plan in collaboration with National Membership Institute staff. The SONA President Elect inspires architecture students through leading by example and being actively involved around the country ensuring the SONA voice is heard.

The SONA President Elect is guided and supported by the SONA President in their role. The SONA President Elect may be called upon to represent SONA on committees, as a member of juries for student prizes and awards, work along side the National team to create an environment of learning and encouragement.

#### **Relationships**

This position reports to the SONA President and National Membership Engagement Officer.

The position has significant contact with:

- SONA President
- SONA Vice President – Competitions and Events
- SONA Vice President – Membership Engagement
- National Manager Membership Services
- National Membership Engagement Officer
- SONA University Representatives
- SONA members
- Non-member students
- Residing region local chapter and staff
- Institute committees, juries, councils and working groups
- Relevant organisations
- Recognised schools of architecture
- Wider tertiary education sector

#### **Key outcomes**

- Represent and lead by example, be the face of the National SONA membership group

- Contribute to the strategic direction of SONA
- Communicate benefits of SONA membership to existing and potential new members through consistent student and rep engagement.
- Support and assist in leading SONA Executive and SONA representatives

#### **Detailed responsibilities**

- When required, assist with agenda planning and running of SONA meetings
- Liaise with the Membership team on Institute marketing and communications collateral and updates
- Read associated material provided and prepare material where required
- Assist with planning and facilitate SONA Boot Camp and teleconferences
- Attend SONA meetings and events
- On joining the SONA exec, agree to attend or be available for a minimum of 75% of the regular meetings, unless a leave of absence is granted
- Assist and drive SONA membership sign-ups and renewals through support and leadership of the SONA Executive and SONA representatives
- Provide advice, support and leadership to SONA Executive and University Representatives
- Provide support to representatives and execs in delivering a consistent tone of voice and visual imagery through the SONA brand. Help representatives engage the wider BUILT student body with the right language, graphics, and tone of voice to increase brand-awareness

### **PART 3**

#### **Position Requirements**

It is essential the applicant:

- Has a minimum of one years' experience as a SONA Vice President and previously a SONA Representative for a minimum of one year
- Is enrolled to study (or in a year out from study) at a recognised school of architecture
- Is available to travel and participate in SONA meetings and other related activities as required
- Is willing to dedicate two-six hours a week where needed to the program
- Uphold Institute goals, vision and mission