

POSITION DESCRIPTION

PART 1

Position Title	National SONA President
Business Unit	Membership - SONA
Location	Residing state or territory

PART 2

Position focus

You will be responsible for guiding SONA's theme; national programs and—in collaboration with the SONA executive leadership team and the Institute staff—the implementation of SONA's strategic plan.

You represent both member and non-member students of the built environment across Australia and as such it is crucial that you consider the wider community throughout your tenure as SONA President. The Student Organised *Network* for Architecture is first and foremost a network to connect students of the built environment across Australia. You will have a strong voice and will be actively engaged in the built environment in Australia and be a passionate advocate for student rights and the quality of their education.

In addition to being President, you hold two positions: one on The Institute's National Council (NC) and The Institute's National Education Committee (NEC). These committees rely on you as SONA President to effectively communicate and advocate on behalf of students across Australia. Whilst students rely on you to effectively communicate and advocate on their behalf, you as President in turn rely on the executive leadership team—consisting of a President-Elect and two Vice-Presidents, in addition to Institute staff—to lead and guide the organisation and its representatives.

As the leader of the executive team, you will be pivotal in contributing to national initiatives, working closely with the executive as a team in all areas. As President you will, in addition to being guided by the immediate past-president, be mentored by the National EmAGN President, encouraging stronger partnership and collaboration between the SONA + EmAGN branches of The Institute.

Relationships

This position reports to: National Membership Programs Officer

The position has significant contact with:

- President Elect
- SONA Vice President Competitions and Events
- SONA Vice President Member Engagement
- National Manager Membership Services
- National Membership Programs Officer
- SONA University Representatives
- SONA members
- Non-member students
- Residing region local chapter + 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 SONA on a national and local level
- Contribute to the strategic direction of SONA
- Communicate benefits of SONA membership to existing and potential new members
- Support and lead SONA Executive and SONA representatives
- Develop opportunities to further enhance the value proposition of SONA membership ensuring it remains current and relevant
- Research and develop collaborations and relationships with key industry stakeholders with the support of the National Membership Institute staff to further develop SONA's outreach in the profession and beyond

Detailed responsibilities

- 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 - typically a quarterly report for National council on SONA activities
- Assist with planning and facilitate SONA Boot Camp and teleconferences
- 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
- Drive SONA membership sign-ups and renewals through support and leadership of the SONA Executive and SONA representatives
- Liaise and collaborate closely with the SONA Executive ensuring strong and timely communication with the SONA Executive and Institute staff
- Provide advice, support and leadership to SONA Executive and University Representatives
- Commit to reporting on SONA initiatives and activity where appropriate such as National Council, SONA e-news etc.
- Be mentor to President Elect, slowly introducing the responsibilities of the role throughout the year.
- The President represents SONA and its members on committees and as a member of juries for student and Institute prizes and awards. You will work alongside the National team to create an environment of learning and encouragement.
- Represent SONA on the Institute's National Council (NC) and The Institute's National Education Committee (NEC).

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 4-10 hours a week where needed to the program
- Uphold [Institute goals, vision and mission](#)