

## POSITION DESCRIPTION

### PART 1

Position Title Vice President – Membership Engagement

Business Unit Membership - SONA

Location Residing state/territory

### PART 2

#### Position focus

As an integral part of the SONA leadership team, the SONA Vice Presidents are responsible for guiding SONA's national programs and the implementation of SONA's strategic plan in collaboration with the SONA President and Institute staff. The SONA Vice Presidents inspire architecture students around the country to ensure the SONA voice is heard.

There are two SONA Vice Presidents, and each holds a position on the SONA Executive. The SONA Executive consists of the SONA President, the SONA President Elect, two Vice Presidents and National Institute Membership staff.

The Vice Presidents oversee their portfolio and are responsible for collaboration, training and support of SONA reps at boot camp and at face to face meetings.

The Vice President may be called upon to represent SONA on committees and as a member of juries for student prizes and awards.

#### Relationships

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

The position has significant contact with:

- The SONA President
- The SONA President Elect
- SONA Vice President – Competitions and Events
- Institute staff
- SONA University Representatives
- SONA members
  
- Non-member students
  
- Residing state/territory local chapter + staff
- Institute committees, juries, councils and working groups
- Relevant organisations
- Recognised schools of architecture
- Wider tertiary education sector

## Key outcomes

- Contribute to the strategic direction of SONA
- Support and engage SONA Representatives
- Inform and educate SONA members about opportunities available and the value SONA provides
- Drive SONA membership sign ups and renewals and encourage membership engagement
- Support membership sign ups in unaccredited courses / universities

## Detailed responsibilities

- Assist with agenda planning and running of SONA meetings
- Read associated material provided and prepare material where required
- Assist with planning and running of SONA induction Boot Camp
- Assist in producing content for Social Media platforms and the SONA Website that demonstrates SONA's values.
- Assist in advocacy initiatives (i.e student survey and educational address)
- Ensure strong and timely communication with the SONA President, other SONA Executive members and National Membership Engagement Officer
- Provide advice, support and leadership to SONA representatives
- Drive SONA membership sign-ups and renewals through support and leadership during membership drives
- To work with SONA representatives on strengthening communication with their Universities, Heads of School and with their local chapters
- To work with SONA representatives and Institute staff on communicating membership benefits to SONA members and potential SONA members
- To support and initiate membership engagement initiatives as directed by SONA Executive with support of national Institute membership staff

## PART 3

### Position Requirements

It is essential the applicant:

- Have a minimum of one years' experience as a SONA representative and have been a SONA member 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 as required. A minimum of 75% per cent attendance rate is required unless previously agreed
- Uphold SONA's goals, vision and mission
- Is willing to dedicate three hours a week where needed to the position