

POSITION DESCRIPTION

PART 1

Position Title	Vice President – Competitions and Events
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 driving SONA's national competitions and events 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 and make sure the SONA voice is heard.

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

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

The Vice President may be called upon to represent SONA on committees, as members 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:

sona executive staff, students, Institute staff & volunteers,

- SONA President
- SONA President Elect
- SONA Vice President – Membership Engagement
- Institute staff
- SONA University Representatives
- SONA members
- Non-member students
- Residing state/territory local chapter and 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
- Represent SONA at events
- Lead the SONA competition – Superstudio
- Support and lead SONA Representatives
- Contribute to the curation of the SONA annual calendar of events

Detailed responsibilities

- Assist with agenda planning and running of SONA meetings as requested
- Read associated material provided and prepare materials where required
- Assist with planning and facilitation of SONA induction Boot Camp and meetings
- Ensure strong and timely communication with the SONA President, other SONA Executive members and National Membership Engagement Officer
- Assist in developing content/themes for events and talks
- Provide advice, support and leadership to SONA representatives
- Support SONA reps in marketing, planning and organising their local competitions and local events
- To work with SONA representatives on strengthening communication with their Universities, Heads of School and with their local chapters to increase SONA membership
- Write content / summary updates for the National Education Committee, and National Council
- Submit content on behalf of our National representatives for E-News, the SONA website and social media.

PART 3

Position Requirements

It is essential the applicant:

- Have a minimum of one years' experience as a SONA representative and has 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
- Set and example to the representatives, and is available for mentorship to the reps
- can commit to 3 hours per week where needed to the position