

Schedule 1.1 – PRESIDENT ROLE OUTLINE

Position title:

President

Pay Fraction:

1.0 (\$27,414.00)

Term:

January 1- December 31

Duties & Responsibilities:

The President's duties and responsibilities will be as follows:

- Work closely with Executive and MSA staff to ensure that the MSA's aims and objectives are being met and to provide strategic direction for the organisation.
- Responsible for the day-to-day management of the MSA
- Negotiate and lobby with the University to ensure fair outcomes for all students
- Formulating and implementing general MSA campaigns and actions
- Ensure the MSA remains transparent and accountable to the wider student body
- Be the official spokesperson and media representative for the MSA
- Lobby external lobby groups, elected government representatives and community groups for change to policy regarding students, while working in conjunction with NUS
- Encourage wider student participation in the student union movement
- Chair Monash Student Council and Executive, while remaining subject to the direction of MSC
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the President specified in the Constitution and the regulations.

Expectations:

The President is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the President will have to work approximately 40hrs a week.

Schedule 1.2 – SECRETARY ROLE OUTLINE

Position Title:

Secretary

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Secretary's duties and responsibilities will be as follows:

- Scheduling and convening meetings of the MSC, Executive and other appropriate MSA bodies that the Secretary sits on
- Ensuring an agenda is compiled for meetings of the MSC, Executive and other appropriate MSA bodies that the Secretary sits on
- Ensuring minutes are taken at meetings of the MSC, Executive and other appropriate MSA bodies that the Secretary sits on
- Scheduling and convening office-bearer meetings
- Ensuring there are up-to-date records of all minutes of all MSA bodies being kept
- Ensuring that there are up-to-date copies of the Constitution, regulations and policy generally accessible to students and all members of the organisation, where appropriate
- Reviewing and updating MSA policy where appropriate
- Maintaining records of all office-bearers' leave entitlements
- Maintaining a register of all MSA members, as prescribed by sub-clause (2) of the Constitution
- Providing accurate and useful information about the MSA and its services and policies to students, the University and outside bodies
- Official promotion of student general meetings, referenda and MSA elections
- Assisting other members of the Executive in various projects being run by the Executive and/or the MSA as a whole
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Secretary specified in the Constitution and the regulations.

Expectations:

The Secretary is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Secretary will have to work approximately 40 hours a week.

Schedule 1.3 – TREASURER ROLE OUTLINE

Position Title:

Treasurer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Treasurer's duties and responsibilities will be as follows:

- To formulate and complete a budget
- To monitor the finances of the MSA
- To be a signatory on all financial transactions
- To be in communication with all departments regarding their budgets
- To regularly review the financial process of the MSA to ensure they are serving the MSA in the most efficient way possible
- Providing summaries of Central Funds expenditure to MSC
- Providing monthly financial reports to the Executive and the MSC
- Ensuring that the accounts of the MSA are audited in accordance with clause 50 of the Constitution
- Being Deputy Chair of MSC pursuant to clause 34(18) of the Constitution
- Assisting other members of the Executive in various projects being run by the Executive and/or the MSA as a whole
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Treasurer specified in the Constitution and the regulations.

Expectations:

The Treasurer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Treasurer will have to work approximately 40 hours a week.

Schedule 1.4 – EDUCATION (PUBLIC AFFAIRS) OFFICER ROLE OUTLINE

Position Title:

Education (Public Affairs) Officer

Pay Fraction:

1.3 (\$27,404.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Education (Public Affairs) Officer's duties and responsibilities will be as follows:

- Organising, coordinating and running activist campaigns that aim to improve access, equity and quality of higher education for all students at Monash University and nationally.
- Co-convening the Student Affairs Committee (SAC) with the Welfare Officer, including:
 - Chairing meetings
 - Setting campaign agendas for each semester and full year
 - Processing departmental expenditure authorised by SAC
 - Coordinating and executing committee activities
- Liaising with other stakeholders to coordinate activism and push for changes in public policy. Examples include but are not limited to:
 - MSA office bearers, divisions and departments
 - The National Union of Students (NUS)
 - External pressure groups, such as NTEU, AEU, GetUp
 - Elected government representatives
 - Community groups with stakeholder interests
- Contributing to the public policy development process. Activities include:
 - Making submissions to government committees at all levels
 - Lobbying elected representatives to make changes to education policy.
- Supporting the role of the Education (Academic Affairs) (EAA) Officer by:
 - Helping ensure adequate student representation on University committees.
 - Assisting the Education (Academic Affairs) Officer achieve their internal university campaign goals
- Connecting students with and encouraging participation in student activist collectives and networks both at Monash University and elsewhere in the country
- Initiating research relating to educational issues
- Raising awareness of educational issues amongst students, staff and the broader community
- Collecting, collating, publishing and disseminating information relating to education policy
- Organising regular forums, guest speakers and debates on matters of educational policy interest to students
- Considering, developing and recommending education policies to the MSC
- Developing and implementing strategies for increasing public support of the education policies of the MSA
- Initiating and co-ordinating education campaigns
- Considering issues relating to education policy
- Attending all education policy meetings as requested

- Encouraging student participation in the Education Department of the MSA
- In co-operation with other officer bearers, implementing campaigns, initiatives and research
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Education (Public Affairs) Officer specified in the Constitution and the regulations.

Expectations:

The Education (Public Affairs) Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Education (Public Affairs) Officer will have to work approximately 60 hours each a week.

Schedule 1.5 – EDUCATION (ACADEMIC AFFAIRS) OFFICER ROLE OUTLINE

Position Title:

Education (Academic Affairs) Officer

Pay Fraction:

1.3 (\$27,404.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Education: Academic Affairs office bearers' duties and responsibilities will be as follows:

- To represent the academic interests of the student community, and ensure Monash university acts in a fair, consultative and accountable manner.
- To act in a lobbyist and responsive role as the undergraduate student representatives on the multiple committees already in existence at Monash University.
- To work closely with the Education Public Affairs office to ensure that the Education Office's specific goals gain public attention and eventually see fruition.
- To act as an independent representative for, and provide defence to, individual students facing disciplinary action through the Academic Progress Committee.
- To act as the first port of call for students harbouring broad academic concerns, and thus maintain a visible and frequent presence in the Ed Ac offices.
- To provide detailed progress reports to Lot's Wife, the MSC, and other Office Bearers at OB meetings.
- Initiating research relating to academic affairs
- Raising awareness of academic issues amongst students, staff and the broader community
- Collecting, collating, publishing and disseminating information relating to academic affairs
- Organising regular forums, guest speakers and debates on academic issues of interest to students
- Considering, developing and recommending academic policies to the MSC
- Developing and implementing strategies for increasing public support of the academic policies of the MSA
- Initiating and coordinating academic campaigns
- Considering issues relating to academic policy
- Attending all academic policy meetings as requested
- Encouraging student participation in the education department
- In co-operation with other officer bearers, implementing campaigns, initiatives and research
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Education: Academic Affairs office specified in the Constitution and the regulations.

Expectations:

The Education: Academic Affairs office is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Education (Academic Affairs) Officer will

have to work approximately 60 hours each a week.

Schedule 1.6 – ACTIVITIES CHAIRPERSONS ROLE OUTLINE

Position Title:

Activities Chairpersons

Pay Fraction:

1.2 (\$25,209.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Activities Chair's duties and responsibilities will be as follows:

- Providing fun and enjoyment
- Creating engaging and inclusive social experiences for students
- Planning and hosting MSA events on campus and off campus
- Hiring out BBQs to MSA departments and Clubs & Societies
- Hiring out PAs to MSA departments and Clubs & Societies
- To encourage student socialisation, participation and inclusion on campus with a focus on diversity, equity and accessibility
- Maintaining a professional relationship with MSA departments, Clubs & Societies and the university including responding to collaboration requests and representing Activities in interdepartmental meetings
- Maintaining a committee of students to assist in the running of events throughout the year
- Collaborating with other Departments within MSA to create and successfully run events and external partners or vendors when necessary
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate, especially where event or logistics support is needed
- Completing other responsibilities of the Activities Chair specified in the Constitution and the regulations.

Expectations:

The Activities Chair is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Activities Chair will have to work approximately 56 hours a week.

Schedule 1.7 – CREATIVE AND LIVE ARTS OFFICER ROLE OUTLINE

Position Title:

Creative and Live Arts Officer

Pay Fraction:

1.2 (\$25,209.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Creative and Live Arts Officer's duties and responsibilities will be as follows:

- Develop and deliver engaging creative and live arts events and activities for students throughout the year.
- Plan and coordinate Wednesday Sessions, including:
 - Scheduling and booking artists and performers
 - Organising event logistics, set-up and pack-down
 - Coordinating volunteers
 - Acting as the main host and point of contact during events
- Engage with sponsors and partners to support Wednesday Sessions and other creative events.
- Foster student social engagement, participation and inclusion through diverse arts programming.
- Maintaining a committee to assist in the running of events throughout the year
- Assisting in generic MSA campaigns when required.
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Creative and Live Arts Officer specified in the Constitution and the regulations.

Expectations:

The Creative and Live Arts Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Creative and Live Arts Officer will have to work approximately 56 hours a week.

Schedule 1.8 – WELFARE OFFICER ROLE OUTLINE

Position Title:

Welfare Officer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Welfare Officer's duties and responsibilities will be as follows:

- Advocate for a more equitable and accessible education system
- Act as a point of reference for students unsure of services within the university and local community
- Be the MSA's liaison for issues regarding student welfare
- Organise the department's free food programs
- Co-convene the Student Affairs Committee with the Education Public Affairs Officer
- Run awareness campaigns around student welfare issues
- Provide students with access to relevant information
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Welfare Officer specified in the Constitution and the regulations.

Expectations:

The Welfare Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Welfare Officer will have to work approximately 40 hours a week.

Schedule 1.9 – ENVIRONMENT AND SOCIAL JUSTICE OFFICER ROLE OUTLINE

Position Title:

Environment & Social Justice Officer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties and Responsibilities:

The Environment & Social Justice Office Bearer's duties and responsibilities will be as follows:

- Utilising environment and social justice networks, such as (but not exclusive to) the ESJ Facebook page, email list etc., to keep interested students informed about environmental and social justice-related issues and notify them of upcoming events.
- Publicising community-wide events organised by environmental or social justice-related organisations on campus and encouraging students to attend.
- Providing educational material for students to enable them to be more engaged and active around issues concerning the environment and social justice.
- Organising activist skills-share workshops, to equip students with the necessary tools to be advocates for the environment and social justice.
- Liaising with other activist groups to coordinate campaigns and actions
- Organising forums, conferences and meetings that pertain to the environment and social justice in order to raise awareness among students about these issues.
- Mobilising students for protests, rallies and demonstrations that relate to the Environment & Social Justice department.
- Convening an Environment & Social Justice Collective, where possible.
- Assisting in generic MSA campaigns when required.
- Assisting in other office-bearers' departments, where appropriate.
- Completing other responsibilities of the Environment & Social Justice Office Bearer specified in the Constitution and the regulations.

Expectations:

The Environment & Social Justice Office Bearer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Environment & Social Justice Office Bearer will have to work approximately 60 hours a week.

Schedule 1.10 – WOMEN’S OFFICER ROLE OUTLINE

Position Title:

Women’s Officer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Women’s Officer’s duties and responsibilities will be as follows:

- Representing the concerns of women students
- Organising meetings of the Women’s Affairs Committee, and keeping a record of their activities
- Helping to coordinate or contribute to campaigns on issues that affect women
- Collecting and disseminating helpful and pertinent resources
- Organising and/or facilitating programs and projects that are relevant to, and helpful towards, the needs of women
- Promoting education and awareness surrounding relevant issues
- Maintenance of the Women’s Lounge as a safer space
- Networking and collaborating with other women’s groups, both inter-campus and external
- Considering the concerns of women students through an intersectional lens
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers’ departments, where appropriate
- Completing other responsibilities of the Women’s Officer position specified in the Constitution and the regulations.

Expectations:

The Women’s Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Women’s Officer will have to work approximately 40 hours a week.

Schedule 1.11 – QUEER OFFICER ROLE OUTLINE

Position Title:

Queer Officer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Queer Officer's duties and responsibilities will be as follows:

- **Coordinate and run activist campaigns** that combat queerphobia and improve the circumstances of Queer and questioning students both on and off campus by:
 - Applying pressure to change policy
 - Increasing the visibility and awareness of issues and discrimination that Queer and questioning students face
 - Fostering understanding and acceptance of Queer and questioning students by the wider community
 - Providing a voice for groups who are underrepresented, marginalised and systematically discriminated against within the Queer and questioning community such as, but not limited to, students that are women, People of Colour, Sex or Gender Diverse, trans, bisexual, pansexual, and asexual.
- **Provide support and advocacy** to Queer and questioning students. This includes:
 - Providing assistance with the psychological and social process of 'coming-out', and the difficulties that students may face with identifying as Queer and questioning
 - Referring students to mental health services and ensuring that the students' needs are met by these services
 - Referral to the MSA Student Rights Service for assistance with academic progress and special consideration
 - Providing assistance with accessing community services such as emergency housing, student financial support, and Centrelink
- **Educating and equipping** queer students with knowledge and resources to deal with queer issues. This includes:
 - Discussion groups or workshops on Queer and questioning politics, rights movements and activism
 - Easily accessible materials, such as books, DVDs, and pamphlets, which deal with Queer and questioning themes
 - Information on their rights both on and off campus
 - What to do if they face or witness harassment, violence or discrimination against Queer and questioning students both on and off campus
 - Free safer sex supplies and information on safer sex practices, including supplies and information that caters to the unique needs of marginalised groups within the community.
- **Connect queer-identifying students** and foster the development of networks and communities through:
 - Running social events on and off campus
 - Running events in conjunction with the Victorian Cross-Campus Queer Network (VCCQN) and the Australian Queer Student Network (AQSN)
 - Collaborating with the National Union of Students (NUS) on their campaigns

- Referring students to local, national and international Queer and questioning organisations
- **Maintain an autonomous Queer/Questioning/LGBT+ Lounge** as an inclusive, diverse, welcoming, friendly and safe space free of exclusion, marginalisation, harassment, violence and discrimination for Queer and questioning students.
- **Represent the interests of** Queer and questioning marginalised students on Monash Student Council and other relevant bodies (for example, making submissions to government policy committees, panels and reviews.)
- Chair meetings of the **Queer Affairs Committee** with the other Queer Officer, which are held at least eight (8) times per calendar year. This includes:
 - Consulting on the campaign and project agenda for the semester and full year
 - Procuring departmental spending for approval
 - Executing the committee's decisions and actions
- **Actively work to empower and encourage participation of** Queer and questioning **marginalised students** in the MSA Queer Department, its campaigns and activities, Queer Lounge, meetings of the Queer Collective, and elected representative bodies such as the Queer Affairs Committee. This includes ensuring that these spaces, groups and activities are inclusive of queer women trans, intersex, and gender-diverse community, and Queer people of colour (amongst others) their needs and issues relevant to them.
- Assist in generic MSA campaigns when required. Assist in other office-bearers' departments, where appropriate.
- Complete other responsibilities of the Queer Officer specified in the Constitution and the regulations.

Expectations:

The Queer Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Queer Officer will have to work approximately 40 hours a week.

Schedule 1.12 – INDIGENOUS OFFICER ROLE OUTLINE

Position Title:

Indigenous Officer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

- Provide support and advocacy to students of Indigenous and/or Torres Strait Islander descent. This includes, but is not limited to, referral to and assistance with accessing services such as:
 - William Cooper Institute;
 - Counsellors, psychologists and general practitioners;
 - MSA Student Rights services;
 - Academic Special Consideration;
 - Emergency housing;
 - Centrelink; and
 - Indigenous community and support groups.
- Organise, coordinate and run activist campaigns that aim to change policy that relates to or increase the visibility of issues that affect Indigenous students both on and off campus.
- Represent the interests of Indigenous students on Monash Student Council and other relevant bodies (for example, making submissions to government policy committees, panels and reviews.)
- Maintain an active presence in the Indigenous Student lounge and engage appropriately and enthusiastically with staff and students in this area.
- Assist in generic MSA campaigns when required.
- Assist in other office-bearer's departments, where appropriate.
- Complete other responsibilities of the Indigenous Officer specified in the Constitution and the regulations.

Expectations:

The Indigenous Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Indigenous Officer will have to work approximately 40 hours a week.

Schedule 1.13 – DISABILITIES AND CARERS OFFICER ROLE OUTLINE

Position Title:

Disabilities Officer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Disabilities and Carers Officer's duties and responsibilities will be as follows:

- Representing the concerns and interests of disabled students and carers to Monash Student Council, other relevant bodies and in the wider community
- Organising meetings of the Disabilities and Carers Collective
- Helping to coordinate or contribute to campaigns on issues that affect disabled students and carers
- Collecting and disseminating helpful and pertinent resources
- Organising and/or facilitating programs and projects that are relevant to and helpful towards the needs of disabled students and carers
- Promoting education and awareness surrounding relevant issues
- Networking and collaborating with other disabilities groups, both inter-campus and external
- Maintaining an autonomous Disabilities & Carers Lounge as an inclusive, accessible and safe space for disabled students and carers
- Organising autonomous and ally friendly events
- Providing support and advocacy to disabled students and carers
- Supporting accessibility in the MSA
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Disabilities' Officer position specified in the Constitution and the regulations.

Expectations:

The Disabilities and Carers Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Disabilities and Carers Officer will have to work approximately 40 hours a week.

Schedule 1.14 – PEOPLE OF COLOUR OFFICER ROLE OUTLINE

Position Title:

People of Colour Officer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

- Provide support and advocacy to students of colour. “People of Colour” refers to students who believe they have experienced oppression, judgment or have been disadvantaged in some way due to systematic racism. This includes people:
 - who are from a minority ethnicity
 - who are white passing
 - who have an Aboriginal or Torres Strait Islander descent;
 - and all those who feel they have been marginalised or otherwise discriminated against because of white dominance/supremacy
- Represent the interests of students of colour on Monash Student Council, other relevant bodies and in the wider community
- Actively work to empower and encourage participation of people of colour students in the MSA People of Colour Department, its campaigns and activities.
- Organising meetings of the Monash People of Colour Collective (MPOCC) and keeping a record of their activities
- Connect people of colour (both students and staff) by networking and collaborating with other groups relating to fighting racism and involving people of colour, both inter-campus and external
- Referring students to local, national and international anti-racism campaigns.
- Promoting education and awareness surrounding issues relating to relevant issues with knowledge and resources to deal with PoC issues. This includes:
 - Collecting and disseminating helpful and pertinent resources
 - Running educative workshops and discussion groups
 - Organising information seminars with guest speakers
 - Coordinate and run activist campaigns that combat relevant issues
- Assisting in other MSA campaigns when required
- Assisting in other office-bearers’ departments, where appropriate
- Completing other responsibilities of the People of Colour Officer position specified in the Constitution and the regulations

Expectations

The People of Colour Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the People of Colour Officer will have to work approximately 40 hours a week.

Schedule 1.15 – RESIDENTIAL COMMUNITY OFFICER

Position Title:

Residential Community Officer

Pay Fraction:

1.0 (\$21,090.00)

Term:

January 1 – December 31

Duties & Responsibilities:

The Residential Community Officer's duties and responsibilities will be as follows:

- Represent the concerns and interests of students living in on-campus accommodation.
- Coordinate or contribute to campaigns addressing issues affecting students living in on-campus accommodation.
- Act as an advocate and point of contact with Monash Residential Services.
- Work closely with and support Residential Advisors.
- Collect and share helpful and relevant resources for students living in on-campus accommodation.
- Organise Free Food Drops for students living in on-campus accommodation.
- Assist with broader MSA campaigns as required.
- Support other office-bearers' departments where appropriate.
- Fulfil any additional responsibilities outlined in the Constitution and regulations.

Expectations

The Residential Community Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Residential Community Officer will have to work approximately 40 hours a week.

Schedule 1.16 – LOT’S WIFE EDITORS ROLE OUTLINE

Position Title:

Lot’s Wife Editors

Pay Fraction:

2.0 (\$42,180.00)

Term:

January 1 – October 31

Duties & Responsibilities:

The Lot’s Wife Editors’ duties and responsibilities will be as follows:

- To represent the voices of students of Monash University Clayton by producing Lot’s Wife, the student magazine.
- To provide opportunities for students of Monash University Clayton to have their work published in Lot’s Wife, by:
 - Advertising submission guidelines and instructions online and in print.
 - Holding regular writer’s meetings and posting office hours to allow face-to-face discussions with writers and other volunteers.
- To coordinate the publication of Lot’s Wife over the course of their term, by:
 - Liaising with a print service to decide on the format and number of issues to be printed, as well as publishing deadlines.
 - Designing the magazine, themselves or with volunteer assistance.
 - Recruiting, selecting and managing a team of volunteers to solicit, edit, and proofread works for publication.
 - Sending the magazine to the printers within an adequate timeframe to ensure delivery to campus.
 - Distributing the magazine across campus to reasonable number of locations.
- To support the MSA’s funding of Lot’s Wife with advertising revenue.
 - Creating an up-to-date advertising kit, listing available ad spaces and prices.
 - Making said kit available to potential advertisers online.
 - Actively seeking out potential advertisers
- Publish an annual election guide containing the names, photos, and candidate statements of all candidates, with no bias towards any candidate or party.
- Maintain an online presence via Lot’s Wife website and social media platforms

Expectations:

The Lot’s Wife Editors are expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Lot’s Wife Editors will have to work approximately 80 hours a week.