



---

Please Note: **This is a volunteer position. The AUWU is a completely volunteer-run organisation.** All AUWU office holders are volunteers. While we cannot offer remuneration, we will ensure that we will cover your costs and any costs incurred while acting in AUWU official capacity.

We understand that personal and family commitments sometimes take priority, and we will always work with our members and volunteers to support them in a sympathetic and understanding manner.

---



## National Operations Co-Coordinator

### National Operations Co-Coordinator

Note: There are two National Operations Co-Coordiators and they share the following responsibilities.

#### **Role Description**

The National Operations Co-Coordinator is responsible for managing the Operations Committee, and developing and implementing the Annual Plan.

#### **Eligibility**

- Member of the AUWU

#### **Pathway into role**

- Voted in by a majority of the Committee of Management.

#### **Tasks/Responsibilities**

- Organise regular Operations Committee meetings and ensure that minutes and important decision making documents are stored correctly.
- Develop Annual Plan with Operations Committee for Committee of Management approval, and consult with All-AUWU membership.
- Implement Annual Plan and support Operations Committee team members with ensuring their goals are reached.
- Mentor and support other AUWU national coordinators.
- Work with the Operations Committee to fill vacancies and assist Coordinators fill vacancies.
- Maintain and encourage a good and healthy work culture in the union.
- Understand the union's structure and work with union bodies to develop it.
- Report on monthly basis to the Committee of Management.



- Be available by phone and email during mutually agreed hours.

### **Reports to**

Committee of Management\*

*Note: All roles in the union are directly responsible to the AUWU membership. This role can be recalled by the Committee of Management if required or made redundant.*

**(Estimate of minimum hourly commitment per week: 15-20 hours)**

*\*Verbal report is acceptable. A written report is only required once a year at the Annual General Meeting.*