

The ANU Observer

# **Team Regulations**

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# 1. General

## 1.1. Nature

- 1.1.1. These Regulations are the Team Regulations of The ANU Observer Incorporated.
- 1.1.2. These Regulations are formed in accordance with section 3 of the Constitution to govern the Teams which exist and their responsibilities.
- 1.1.3. All terms used in this Policy have the meaning given in the Constitution, unless the contrary intention appears.

# 2. Teams

## 2.1. The Editorial Team

- 2.1.1. In accordance with section 9.2.1 of the Constitution, there shall be an Editorial Team.

## 2.2. Additional Teams

- 2.2.1. The following Teams shall exist in addition to the Editorial Team:
  - a) The Visual Content Team;
  - b) The Web Team
  - c) The Finance Team; and
  - d) The Community Team.

# 3. Responsibilities

## 3.1. The Editorial Team

- 3.1.1. The Editorial Team shall be responsible for the selection, production, and publication of written articles.

## 3.2. The Visual Content Team

- 3.2.1. The Visual Content Team shall be responsible for producing content for Observer in media forms which are not written articles.
- 3.2.2. The Visual Content Team's responsibilities include:
  - a) Photography
  - b) Livestreaming; and
  - c) Video production

## 3.3. The Web Team

- 3.3.1. The Web Team shall be responsible for the design and maintenance of Observer's website.
- 3.3.2. The Web Team shall be responsible for the upkeep of Observer's email and cloud storage systems.

### 3.4. The Finance Team

- 3.4.1. The Finance Team shall be responsible for maintaining Observer's finances and responsible financial management, including through:
  - a) Presenting a Budget to the Board;
  - b) Tracking expenditure;
  - c) Reporting on Observer's budgetary position to the Board and General Meetings; and
  - d) Co-ordinating Observer's annual audit.
- 3.4.2. The Finance Team shall also work with the Board to produce Observer's bids for Student Services and Amenities Fee funding.

### 3.5. The Community Team

- 3.5.1 The Community Team shall be responsible for matters relating to Observer's Community including through:
  - a) Planning and managing internal and external events;
  - b) Organising relevant Mental Health First Aid training; and
  - c) Office management.

## 4. Additional Measures

### 4.1. Officers

- 4.1.1. Executives shall decide which Team(s) each Officer belongs to.
  - a) Executives shall inform Officers who are part of their Team of their Team membership as soon as reasonably practicable.
- 4.1.2. Unless otherwise decided, the following shall automatically apply:
  - a) Officers who are Reporters shall be part of the Editorial Team.
  - b) Officers who are Photographers shall be part of the Visual Content Team.
  - c) Officers who are Videographers shall be part of the Visual Content Team.
  - d) Officers who are Web Assistants shall be part of the Web Team.
  - e) Officers who are Finance Assistants shall be part of the Finance Team.
  - f) Officers who are Community Assistants shall be part of the Community Team.