Commonwealth Students' Association

Presidential Taskforce

Terms of Reference

Voluntary & Non-Remunerated Roles

1. Introduction

The Commonwealth Students' Association (CSA) Presidential Taskforce is a strategic body established to support the vision, priorities, and initiatives of the CSA President. The Taskforce brings together committed and skilled individuals from across the Commonwealth to contribute to high-impact projects, policy development, and organisational strengthening.

This Terms of Reference (ToR) outlines the structure, expectations, and responsibilities of members serving on the Presidential Taskforce.

2. About the Commonwealth Students' Association

The Commonwealth Students' Association (CSA) is the single, official representative body for all student organisations across the Commonwealth's 56 nations. Established in 2012 at the 18th Conference of Commonwealth Education Ministers (CCEM) in Mauritius, it unifies and represents the needs and aspirations of national student councils and other student organisations, bringing their concerns to the forefront of educational and global development. It is supported by the Commonwealth Secretariat and headquartered at Marlborough House at Pall Mall, London. The Commonwealth Students' Association represents students across Commonwealth member countries and works to advance student interests through advocacy, partnerships, and programmes. To enhance efficiency, innovation, and delivery of strategic priorities, the President constitutes a Presidential Taskforce made up of volunteers with diverse expertise.

The Taskforce plays a critical role in supporting the President in driving initiatives related to development, policy, technology, partnerships, and organisational performance.

3. Purpose of the Taskforce

The Presidential Taskforce exists to:

- Support the President in executing strategic priorities
- Provide technical, research, and operational support
- Strengthen CSA's institutional capacity
- Enhance engagement, partnerships, and resource mobilisation
- Deliver impactful programmes and initiatives for students across the Commonwealth

4. Scope of Work

Taskforce members contribute to:

- Strategic planning and implementation
- Research, policy development, and advocacy
- Resource mobilisation and partnership building
- Technical and operational support
- Monitoring, evaluation, and reporting

5. Duration of Appointment

- The tenure of all Taskforce members is one (1) year, commencing 1st July 2026
- Appointments may be renewed subject to satisfactory performance, or concluded at the discretion of the President with one-month notice on the grounds of gross misconduct, or for other reasons contrary to the ethics of the CSA.

6. Time Commitment

- Members are expected to commit a minimum of 10 hours per week
- Participation includes meetings, assigned tasks, and independent contributions

7. Reporting Structure

- All Taskforce members report directly to the President of the Commonwealth Students' Association
- Members may collaborate with other officers but remain accountable to the President

8. Roles and Responsibilities

Each Taskforce member is expected to:

- Actively participate in meetings and discussions
- Execute assigned responsibilities and deliver outputs on time
- Collaborate with other Taskforce members and CSA leadership
- Contribute ideas, expertise, and strategic insights
- Maintain professionalism and uphold CSA values

(Detailed role-specific responsibilities are outlined in subsequent sections.)

9. Deliverables

Taskforce members are expected to produce:

- Reports, briefs, and strategic documents
- Proposals, applications, and programme outputs
- Technical systems, tools, or frameworks (where applicable)
- Monitoring and evaluation reports
- Contributions to CSA initiatives and events

10. Performance and Participation Expectations

To remain in good standing, members must:

- Maintain active participation in Taskforce activities
- Attend scheduled meetings regularly
- Deliver assigned tasks within agreed timelines
- Demonstrate professionalism and accountability
- Failure to meet expectations may result in review or removal from the Taskforce.

11. Code of Conduct

All members are expected to:

- Demonstrate professionalism and integrity
- Respect diversity across cultures, regions, and perspectives
- Maintain confidentiality where required
- Represent the CSA positively in all engagements

12. Benefits of Participation

Although voluntary and non-remunerated, Taskforce members will gain:

- Valuable leadership and professional experience
- Opportunities for networking across Commonwealth countries
- Global recognition within an international student body
- Certificates of service and contribution
- Exposure to policy, development, and international collaboration
- Letter of Recommendation/Commendation

13. Authority

This Taskforce operates under the authority of the President of the Commonwealth Students' Association, who provides oversight, direction, and final decision-making.

14. Additional Information

For more information about the Commonwealth Students' Association, please visit: www.cwealthstudents.org or write to president@cwealthstudents.org

Special Projects & Development Officer

The Special Projects & Development Officer works closely with the President of the Commonwealth Students' Association to help secure funding, partnerships, and other resources that support the association's goals. This role focuses on researching opportunities, preparing strong applications and proposals, and following up on funding and partnership leads.

This is a voluntary, non-remunerated role, ideal for someone who is organised, proactive, and interested in strategy, funding, or leadership behind the scenes.

Key Responsibilities

- Research grants, sponsorships, and funding opportunities relevant to students and the CSA
- Work directly with the President to plan and prepare grant applications and proposals
- Draft funding proposals, sponsorship requests, and supporting documents
- Keep track of deadlines, requirements, and follow-ups for applications
- Help identify non-financial resources (partnerships, in-kind support, collaborations)
- Support reporting and documentation for successful grants
- Assist the President with strategic planning and special projects as needed

Person Specification

- Enjoys research, writing, and strategic thinking
- Is detail-oriented and comfortable working with deadlines
- Communicates clearly and professionally
- Is interested in leadership, policy, development, or nonprofit work

Skills You Will Gain

- Grant writing and proposal development
- Research and funding analysis
- Strategic planning and resource mobilisation
- Executive-level collaboration and leadership experience

Technical Officer

The Technical Officer is responsible for managing and supporting the CSA's technical systems and digital infrastructure. This role focuses on maintaining and developing the association's website, providing front-end and back-end support, and assisting the team with any technical needs that support the CSA's operations and activities.

The Technical Officer works closely with the President and other officers to ensure digital tools and systems are reliable, secure, and easy to use. This is a voluntary, non-remunerated role.

Key Responsibilities

- Develop, maintain, and update the CSA website, including front-end and back-end functionality
- Ensure website performance, security, and accessibility
- Manage and support digital tools such as forms, email systems, databases, and internal platforms
- Provide technical support and troubleshooting for committee members and events
- Assist with event-related technology, including registrations, check-ins, and online platforms
- Identify and recommend technical improvements and solutions
- Maintain technical documentation and ensure continuity between leadership transitions

Person Specification

- Experience or interest in web development or technical systems
- Comfortable working with both front-end and back-end tools
- Strong problem-solving skills and attention to detail
- Ability to communicate technical information clearly to non-technical team members
- Reliable and able to work independently when needed

Global Policy & Research Officer

The Global Policy & Research Officer supports the CSA by researching and analysing international developments that affect students across the Commonwealth and beyond. This role focuses on understanding how global security challenges, policy shifts, and changes in education funding impact students, access to education, and student opportunities.

Working closely with the President and the Presidential Taskforce, the Global Policy & Research Officer helps ensure the CSA's advocacy, partnerships, and strategic decisions are informed by credible research and global context. This is a voluntary, non-remunerated role, ideal for someone who is curious about global affairs, enjoys research, and wants to contribute to meaningful student representation at an international level.

Key Responsibilities

- Research global and regional trends affecting students, including security challenges, instability, and their impact on education

- Track changes in international education funding and assess how funding reductions or reallocations affect students and institutions
- Monitor global policy discussions related to education, youth, equity, and access
- Analyse how global developments influence student mobility, scholarships, and wellbeing
- Prepare clear research briefs, background notes, and summaries for the President and the Taskforce
- Support advocacy work by providing evidence and context for statements, submissions, and campaigns
- Contribute research to grant applications, proposals, and partnership development
- Identify emerging global risks and opportunities relevant to Commonwealth students

Person Specification

- An interest in global affairs, policy, education, or development
- Enjoys reading reports, analysing trends, and making sense of complex information
- A strong written communicator who can turn research into clear, accessible insights
- A thoughtful and reliable team member who can work independently and collaboratively

Skills You Will Gain

- Experience in global policy and research within a student-led organisation
- Strong research, analysis, and policy-writing skills
- Exposure to international education and funding discussions
- Experience supporting strategic advocacy and leadership decision-making

Resource Mobilisation Officer

The Resource Mobilisation Officer supports the CSA in identifying, securing, and managing the resources — financial and non-financial — needed to advance the association's mission and activities. This role works in close coordination with the President and the Special Projects & Development Officer to diversify the CSA's resource base, cultivate relationships with donors and partners, and ensure the sustainability of the association's programmes.

This is a voluntary, non-remunerated role, ideal for someone with an interest in fundraising, partnerships, or development work within student-led or nonprofit organisations.

Key Responsibilities

- Map and maintain a database of potential funding sources, including grants, donations, sponsorships, and in-kind contributions
- Support the development and implementation of the CSA's resource mobilisation strategy
- Assist in preparing and submitting funding applications and sponsorship proposals
- Build and maintain relationships with current and prospective donors, sponsors, and institutional partners
- Coordinate fundraising initiatives and campaigns in support of CSA activities and events

- Track the pipeline of funding opportunities and provide regular updates to the President
- Assist with donor stewardship, including acknowledgements, reporting, and relationship management
- Identify and pursue in-kind support, partnership agreements, and collaborative resource-sharing arrangements
- Work alongside the Special Projects & Development Officer and Global Policy & Research Officer to align resource mobilisation with strategic priorities

Person Specification

- An interest in fundraising, development, or partnership management
- Strong interpersonal and relationship-building skills
- Organised, proactive, and able to manage multiple tasks and deadlines
- Comfortable with outreach, correspondence, and professional communication
- An interest in student advocacy, Commonwealth affairs, or nonprofit management is an advantage

Skills You Will Gain

- Practical experience in resource mobilisation and fundraising strategy
- Donor and partner relationship management
- Proposal writing and stakeholder communication
- Strategic planning and organisational sustainability
- Collaboration within a high-level student-led executive structure

Monitoring and Evaluation Officer

The Monitoring and Evaluation (M&E) Officer is responsible for supporting the CSA's commitment to accountability, learning, and evidence-based decision-making. This role involves designing and implementing frameworks to track the progress and impact of the association's activities, programmes, and strategic priorities, and presenting findings in a way that informs the work of the President and the Presidential Taskforce.

This is a voluntary, non-remunerated role, suited to someone with an interest in programme evaluation, data analysis, or organisational learning, and who is committed to helping the CSA demonstrate and improve its impact.

Key Responsibilities

- Develop and maintain a monitoring and evaluation framework aligned with the CSA's strategic objectives
- Design and implement tools for data collection, including surveys, feedback forms, and activity logs
- Track the progress of CSA programmes, events, and initiatives against stated goals and indicators

- Analyse qualitative and quantitative data to assess the outcomes and impact of CSA activities
- Prepare clear M&E reports, summaries, and dashboards for the President and the Taskforce
- Support grant reporting obligations by providing evidence of programme outcomes and impact
- Coordinate with other Taskforce officers to embed monitoring practices across all CSA activities
- Identify lessons learned and make recommendations for improving the effectiveness of CSA programmes
- Maintain records and documentation related to evaluation activities for institutional memory

Person Specification

- An interest in monitoring and evaluation, programme management, or research methods
- Analytical mindset with the ability to interpret and present data clearly
- Organised and detail-oriented, with strong documentation habits
- Able to work collaboratively across teams and communicate findings to non-specialist audiences
- Familiarity with data tools (e.g. spreadsheets, survey platforms) is an advantage
- A background or interest in international development, education, or public policy is welcome

Skills You Will Gain

- Practical experience designing and implementing M&E frameworks
- Data collection, analysis, and reporting skills
- Experience supporting accountability and learning within a student-led organisation
- Exposure to results-based management and impact measurement approaches
- Collaboration with executive leadership on evidence-based strategic planning

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All roles on the Presidential Taskforce are voluntary and non-remunerated.

For more information, please visit: www.cwealthstudents.org