



DUTY STATEMENT

Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	General Secretary

1. PURPOSE OF POSITION

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. ROLES AND RESPONSIBILITIES

- 20 hours Guild office based work minimum per week without restriction or impediment.
- Chair the Secretariat meetings - hold regular meetings to coordinate the efforts of the executive Senators and ensure the day to day issues of the Guild are addressed either directly or through directing the CEO.
- Act as the Executive Officer for all Guild Bodies (or liaise with the respective Chairperson to source a designated person to fill in as Executive Officer) but ultimately be responsible for all meeting records as per the Constitution.
- Coordinate and recruit all Members for all Guild Committees, both those established by the Constitution and interim ones established by the Senate.
- Represent the Guild/the entire student body on relevant University Bodies and Guild Bodies.
- Obtain feedback from Senators on Guild administrative processes to provide continual improvement.
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- Oversee the Secretariat and regularly report to the Senate on executive matters.
- Monitor the Guild's annual Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Seek opportunities for Guild commercialisation through business opportunities, grant/sponsorship opportunities etc. to diversify revenue; and spearhead the efforts with relevant Guild Employees to formalise a Policy framework. Essentially manage the business and administration of the Senate.

3. REPORTING RELATIONSHIPS

- Guild Senate

4. STAKEHOLDER INTERACTION

- Guild Secretariat
- Guild Senate
- Other University Student Guilds

- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

5. POSITION – ORGANISATIONAL DIMENSIONS

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: www.ecuguild.org.au

6. ECU GUILD VALUES

Uphold and champion the promotion and adherence to the core business values of:

- Respect – listen, acknowledge and value diversity
- Honesty – trustworthy and honourable
- Excellence – strive for distinction through exemplary service
- Integrity - act fairly and ethically

7. ACKNOWLEDGEMENT

- The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.

SIGNED BY – ECU STUDENT GUILD CEO	SIGNED BY – OFFICE BEARER
Signed:	Signed:
Date: Enter date here.	Date: Enter date here.