



DUTY STATEMENT

Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Vice President (Academic)

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 Undergraduate Studies Department (USD) - hold regular meetings to organise USD activities and affairs and continually recruit students.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Coordinate and manage the affiliation processes and funding for the nominated school societies (clubs) including the appointment of undergraduate representatives for each of the 8 Schools Teaching & Learning Committees.
- Represent undergraduate students on relevant University Bodies and Guild Bodies, including the Curriculum Teaching & Learning Committee, the Academic Services Committee and Academic Board.
- Obtain feedback from undergraduate students on Guild services and amenities to provide continual improvement.
- Obtain feedback from undergraduate students on University services and amenities to provide continual improvement.
- Oversee all academic issues of the undergraduate student community and regularly report to the Senate (and liaise with the IO and PO with their respective demographics).
- Liaise with Guild Student Assist Team to ensure issues undergraduate students are experiencing are addressed at both a one on one level (GSA), and a University wide level (VP(A)).
- Advocate on behalf of undergraduate students to resolve systemic issues they are experiencing within ECU, and further their interests.
- Monitor the Undergraduate Studies Department Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Coordinate and support academic clubs, spearhead the efforts to provide academic events on campus such as Conference Week, professional development sessions etc. and facilitate access to the Club Space on the Joondalup Campus.

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 the Guild:

- 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: 

Date: 2/06/2017

SIGNED BY – OFFICE BEARER

Signed:

Date: 2/06/2017