



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild

Work Area: Guild Senate

Position Title: General Senator

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

- 8 Hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- In consultation with the President and General Secretary, you will develop and submit a portfolio(s)/project(s) of work defining what you will undertake during your term in Senate. This must be submitted to the General Secretary no later than 1st February in each year.
- Additional portfolio(s) of work as directed by the Senate.
- Provide assistance at events and activities conducted by the Guild as directed by the President.
- Contribute to advocating on behalf of the whole student body to resolve any issues that may arise that affects them.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.

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 (<http://www.ecuguild.org.au>)

6. ECU Guild Values

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

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

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 OPERATIONS MANAGER

[Employer First Name] [Employer Last Name]

Date of Letter

SIGNED BY - OFFICE BEARER

Recipient first name Recipient last name

Date of Letter