

## About the Guild

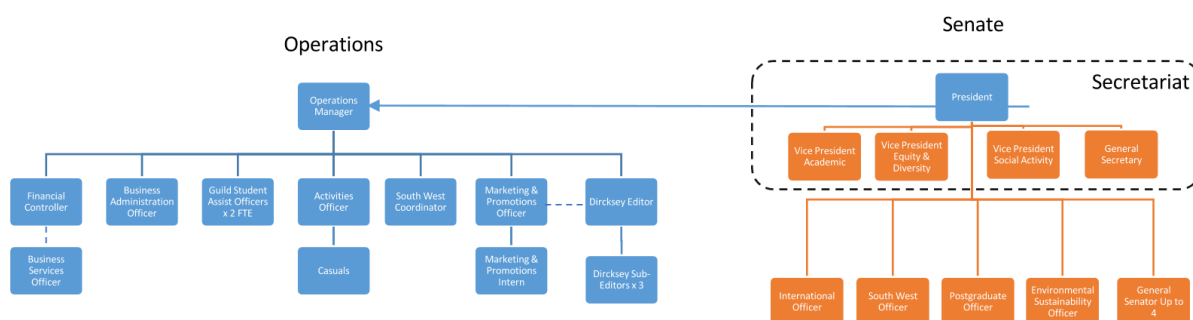
### Who are we?

The Guild is an independent not for profit organisation, run by and for the students of Edith Cowan University.

Constituted under the [Edith Cowan University Act 1984](#), the Guild's primary purpose is to further the common interests of our members. How do we do this? By representing students through students.

The Guilds structure is divided into two parts, functioning as one team. We have the Student Senate whose primary function is to further the common interests of Guild Members in listening, advocating and acting on behalf of ECU Students across all campuses. Then we have the Operations Team who are non-student staff, whose primary function is to manage the day to day business of the Guild in support of the Senate.

The Guild maintains offices across all three ECU Campuses at Joondalup, Mount Lawley and the South West (Bunbury). We encourage nominations to Senate from students at all of our campuses.



The Student Senate and Operations team operate as one team to realise all the functions of the organisation listed below:

- provide leadership in relation to matters affecting the common interests of its Members;
- represent and further the common interests of its Members including but not limited to in communications with the Council, the Vice-Chancellor, other senior officers of the University and committees of the University;
- promote a co-operative spirit and sense of solidarity amongst Members;
- advance the education, welfare, social life and cultural activities of Members;
- provide facilities and services for Members;
- represent and protect Members in matters affecting their interests and rights;
- promote equal opportunity and affirmative action in its policies and activities;
- support and co-ordinate the activities of clubs and affiliated bodies;
- provide a recognised means of communication between Members and the University, other student organisations, educational and governmental bodies and the wider community;
- co-operate with and affiliate to other organisations having similar purposes in whole or in part;
- co-ordinate Member representation on University decision-making bodies where appropriate;

- facilitate greater recognition and appreciation of the standard of academic awards made by the University;
- do all other things as are incidental or conducive to the attainment of the above and the exercise of the powers of the Guild; and
- perform any other matter or thing prescribed under the Act, Statute 11 or the Constitution.

The Guild Operations team is tasked with keeping Guild services running consistently over the long term so that the current student Senate have clear processes and governance to work under.

### **How is the Guild Funded?**

100% of the Guild's funding is from the Student Amenities and Services Fee (SSAF). The fee is legislated under the <https://www.legislation.gov.au/Details/C2017C00261>. It is a compulsory fee levied to all Domestic Students.

The Guild receives not less than 50% of the overall amount of the fee charged to students to support students under a range of different categories:

- Providing food or drink to students on campus
- Supporting sporting or other recreational activity by students
- Supporting the administration of student clubs and societies
- Promoting the health or welfare of students
- Helping students with their financial affairs
- Providing libraries and reading rooms
- Supporting artistic activity by students
- Helping students develop skills for study
- Advocating student's interests
- Giving students information to help them in their orientation
- Helping meet specific needs of overseas students relating to their welfare, accommodation and employment.

Whilst there are core services that are provided through the Operational function of the Guild, the Senate can influence how the Guild supports students under each of these categories for the betterment of the wider student population at Edith Cowan University, with some Senate positions holding a portfolio of responsibilities related to the particular role to develop and enhance the student experience.

### **Role of Senate**

Section 4 of [Statute 11 – Student Guild](#) and Part 5 of the [Guild Constitution](#) defines the primary role of Senate as managing the administrative, financial and other affairs of the Guild.

Under the Act, Statute and Rules of the Guild the Senate is responsible for:

- Exercising the power of the Guild on its behalf;
- Ensuring the proper management of the Guild;

- Consideration of all matters related to the rights and interests of Members;
- Providing direction to the Guild on strategic matters;
- Approving, amending and repealing Polices in accordance with the Constitution;
- Consideration of reports from Guild departments on their activities and strategies
- Setting the annual budget of the Guild in accordance with the Constitution
- Any other matters reserved or allocated to Senate as per the Schedule of Delegation and Authority, by resolution of the Senate under the Constitution or Statute.

Guild Senators hold vast responsibility for ensuring its members voices are heard and advocated for under these rules, whilst also working alongside the Operations Team to effectively govern the organisation for future growth and with strategic focus.

## **Roles & Responsibilities of Senators**

\*Duty Statements for each role

Whilst as a whole team the Senate functions to support the governance of the Guild, each Senate role also carries its own responsibilities which can be found in more depth in the individual duty statements for each Senate role.

The roles of President, General Secretary, Vice President Academic, Vice President Equity and Vice President Social function as a Secretariat. These roles come with significant responsibilities and direct advocacy, support and liaison with our members. These roles also serve as the Leadership team of the Guild Senate.

Outside of Secretariat are the Senator roles. Some of these roles have a specific portfolio of activity attached to them, like the International Officer, Environmental Sustainability Officer, Postgraduate Officer and South West Officer whilst other General Senator roles require the holder to develop their own program with support from other Senate/Secretariat or indeed to support other portfolio holders with their work.

All Senators have a responsibility to attend and contribute to the meetings of the Senate and Secretariat across the year. There are a minimum of 10 meetings scheduled throughout the year, taking place monthly.

The time commitment expected from each role is detailed below:

| <b>Role</b>             | <b>Time Commitment per Fortnight (*Minimum)</b> |
|-------------------------|---|
| President               | 40 Hours  |
| General Secretary       | 40 Hours  |
| Vice President Academic | 40 Hours  |
| Vice President Equity   | 40 Hours  |
| Vice President Social   | 40 Hours  |
| Postgraduate Officer    | 30 Hours  |
| International Officer   | 8 Hours   |

|                                      |         |
|--------------------------------------|---------|
| First Nations Officer                | 8 Hours |
| Environmental Sustainability Officer | 8 Hours |
| South West Senator                   | 8 Hours |
| General Senator                      | 8 Hours |

International students need to be aware that whilst the hours undertaken are voluntary, the hours undertaken are applicable to the minimum number of hours permitted for work under the student visa conditions. This may limit any additional work outside of the Guild that you may undertake.

For each role there is an expectation that 75% of the work undertaken is carried out at the Guild offices at Joondalup, Mount Lawley and the South West Campus.

The individual responsibilities of each role is contained within the Duty Statements of each position. To find out more click the links below:

[President](#)

[General Secretary](#)

[Vice President Academic](#)

[Vice President Equity](#)

[Vice President Social](#)

[Postgraduate Officer](#)

[International Officer](#)

[First Nations Officer](#)

[Environmental Sustainability Officer](#)

[South West Senator](#)

[General Senator](#)

### **What's in it for me?**

Guild Senate roles are voluntary, however, we understand that the commitment required and the responsibilities of each role is considerable. To that end the Guild provides an honorarium payment to Senate paid fortnightly on completion of the minimum number of hours for each role.

The Honorarium values for each role are set out in the table below.

| <b>Role</b>             | <b>Honoraria per Fortnight (*If minimum commitment achieved)</b> |
|-------------------------|--|
| President               | \$1200   |
| General Secretary       | \$1200   |
| Vice President Academic | \$1200   |
| Vice President Equity   | \$1200   |
| Vice President Social   | \$1200   |
| Postgraduate Officer    | \$750  |
| International Officer   | \$176  |

|                                      |       |
|--------------------------------------|-------|
| First Nations Officer                | \$176 |
| Environmental Sustainability Officer | \$176 |
| South West Senator                   | \$176 |
| General Senator                      | \$176 |

*\*The Honoraria is only payable to senate where the minimum number of hours have been completed across a payment fortnight – if the minimum hours of engagement are not achieved then no honoraria is paid.*

In addition to the honoraria, you will receive ongoing training and support in your role, including the opportunity to attend relevant conferences and seminars. You will also benefit from increasing your general employability skills which will be great for your resume in the future.

### **Guild Elections**

If you are interested in running for the Guild Elections for 2021 you will need to nominate yourself. Nominations are anticipated to open on the 18<sup>th</sup> September and will close on 8<sup>th</sup> October. Further information about election procedures will be provided to members closer to the election opening date.

If you have any additional questions regarding the Guild or what it means to be a Guild Senator, please contact the Guild Operations Manager at [l.dwyer@ecuguild.org.au](mailto:l.dwyer@ecuguild.org.au).