



# DUTY STATEMENT

<b>Organisation:</b>	Edith Cowan University (ECU) Student Guild
<b>Work Area:</b>	Guild Senate
<b>Position Title:</b>	<b>Student Representative</b>

## 1. PURPOSE OF POSITION

The school representative is a collaborating body between the Guild and the school. Their role is to represent the respective student cohort of the individual school at the School Curriculum Teaching and Learning Committee (SCTLC).

## 2. ROLES AND RESPONSIBILITIES

- Attend Undergraduate Studies Department (USD) meetings.
- Attend SCTLC meetings.
- Report to the Chair of the USD any student issues that have been raised.
- Report to the Chair of the USD updating on school progress and further issues as identified from the SCTLC meetings.
- Provide agenda items for SCTLC discussion as required
- Liaise with Guild Student Assist Officers to feedback systemic issues to the SCTLC

**School Teaching & Learning Committee (SCTLC)** means the school governance meeting occurring monthly or as scheduled by the chair and school representatives. This meeting addresses curriculum and teaching matters alongside school/faculty updates.

**Undergraduate Studies Department (USD)** means the academic department of the Guild. For more information refer to the Undergraduate Studies Department policy. The Chairperson of the USD is the Vice President – Academic of the Guild.

## 3. REPORTING RELATIONSHIPS

- Vice President - Academic

## 4. STAKEHOLDER INTERACTION

- Guild Secretariat
- Guild Senate
- ECU Schools
- ECU Departments
- Guild Operational Staff

## 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 core business values of the Guild:

- 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.

Office holders are required to also abide by:

- The ECU Guild Constitution
- Code of Conduct
- Undergraduate Studies Department Policy

### SIGNED BY – VICE PRESIDENT - ACADEMIC

Signed:

Date:

### SIGNED BY – OFFICE BEARER

Signed:

Date: