



# 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

- 40 hours Guild work minimum per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair Secretariat meetings - hold number of meetings as defined in the Constitution to coordinate the efforts of Secretariat members and ensure the day to day governance issues of the Guild are addressed through consultation with the President and the Operations Manager.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Act as the Executive Officer for all Guild Bodies (or liaise with the respective Guild Body Chairperson to source a designated person to fill in as Executive Officer).
- Ultimately responsible for the minutes and other records of all Guild Body meeting.
- Coordinate and recruit all Members for all Guild Committees established by the Constitution and interim ones established by the Senate.
- Represent the Guild 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.
- Attend various operational management meetings as required.
- 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](http://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.