



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild

Work Area: Guild Senate

Position Title: President

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 and South West (Bunbury) Offices as required/available.
- Chair of the Senate - hold regular meetings to coordinate the efforts of the Senators and ensure the day to day issues of the Guild are addressed either directly or through directing the Operations Manager, as well as ensure strategic matters are implemented organisation-wide.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Represent the Guild/the entire student body on relevant University Bodies and Guild Bodies, including the SSAF Steering Committee, Academic Board, the Student Appeals Committee, the Sports & Fitness Centre Committee etc.
- Coordinate/nominate other Senators/Members to University Bodies where required.
- Obtain feedback from students on Guild services and amenities to provide continual improvement.
- Obtain feedback from students on University services and amenities to provide continual improvement.
- Oversee all issues of the student community and regularly report to the Senate (and liaise with the relevant Office Bearers and their respective demographics).
- Advocate on behalf of students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with Operations Manager to ensure the Senate's needs are accommodated for and that the strategic direction of the Senate is implemented operationally.
- Regularly meet with the Operations Manager.
- Liaise with the National Union of Students (NUS) and represent ECU students and their interests to the national body, as well as other relevant entities as required.
- Make formal submissions to University Bodies and State and Federal Parliamentary bodies on matters affecting the Guild and its Members.
- Lobby various decision makers, including those within State and Federal Parliamentary bodies, on matters affecting the Guild and its Members.
- Formally issue Media Releases where applicable, appropriate and required on matters as they arise to bring student and community attention to current issues.
- Act as chief spokesperson of the organisation to all media entities.
- Additional portfolio(s) of work as directed by the Senate.

- **DYNAMIC OBLIGATIONS:** Liaise with the other Student Guilds in WA and across the country for national issues that arise, support the General Secretary in seeking opportunities for Guild commercialisation through business opportunities, grant/sponsorship opportunities etc. to diversify revenue. Essentially manage the working relationships within the Senate, and those the Senate has with other entities.

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.