



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** South West Officer

## 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 between the hours of 8am to 4pm on the South West (Bunbury) Campus.
- Chair the South West Students' Council (SWSC) – hold regular meetings to organise SWSC activities and affairs, continually recruit students etc.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Inform the General Secretary of the SWSC meetings schedule no later than 1 February in each year.
- Operate as a sub-senate for the South West Campus.
- Represent South West Campus students on relevant University and Guild Bodies.
- Obtain feedback from South West students on Guild services and amenities to provide continual improvement.
- Obtain feedback from South West students on University services and amenities to provide continual improvement.
- Oversee all academic, social and equity issues of the South West Campus and regularly report to the senate.
- Liaise with the South West Coordinator (who is also a member of the Guild Student Assist Team) to ensure issues South West students are experiencing are addressed at a one on one level (GSA), and a University wide level in consultation with the South West Coordinator.
- Advocate on behalf of undergraduate, postgraduate and international student bodies in the South West to resolve systemic issues they are experiencing, and further their interests.
- Plan and implement all social activities and events in conjunction with the South West Coordinator.
- Strive to develop a club culture / presence in the South West.
- Monitor the South West Students' Council Budget.
- Additional portfolio(s) of work as directed by 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.