



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild

Work Area: Guild Senate

Position Title: Vice President (Equity and Diversity)

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 the Equity & Diversity Department (EDD) - hold regular meetings to organise EDD activities and affairs, continually recruit students, coordinate relevant representation on relevant committees where specific representation is required e.g. the Aboriginal & Torres Strait Islander Officer attends ECU's Reconciliation Action Plan meetings, the Disabilities Officer is consulted for policies/matters to do with issues affecting students with disabilities etc.
- Inform the General Secretary of the EDD meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate and Secretariat meeting attendance.
- Represent equity & diversity students on relevant University Bodies and Guild Bodies, including the Equity Committee and any other bodies as directed by the Senate.
- Obtain feedback from equity & diversity students on Guild services and amenities to provide continual improvement.
- Obtain feedback from equity & diversity students on University services and amenities to provide continual improvement.
- Oversee all equity & diversity issues of the student community and regularly report to the Senate (especially through liaising with the seven collectives within the Department).
- Liaise with Guild Student Assist Team (GSA) to ensure issues equity & diversity students are experiencing are addressed at both a one on one level (GSA), and a University wide level after consultation with GSA's.
- Advocate on behalf of equity & diversity students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the respective national bodies for equity & diversity (e.g. Australian Queer Students Network, for Queer students with the Queer Officer etc.) to represent/coordinate representation for ECU students and their interests to the national body.
- Monitor the Equity & Diversity Department Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: Coordinate and support equity clubs, spearhead the efforts to provide equity & diversity events on campus such as R U OK? Day, Pride etc. and facilitate access to the Equity Space on the Joondalup Campus.

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.