



ECU Student Guild

SENATE OFFICE BEARER ENGAGEMENT POLICY

POLICY TYPE	Operational
POLICY TITLE	Senate Office Bearer Engagement Policy
POLICY OWNER	Operations Manager

Contents

1.	INTENT	3
2.	ORGANISATIONAL SCOPE.....	3
3.	DEFINITIONS.....	3
4.	OVERVIEW	4
5.	POLICY	4
6.	CONTACT INFORMATION	4
7.	APPROVAL HISTORY	5

1. INTENT

- 1.1. The Senate is the legislatively empowered governance body of the ECU Student Guild; accordingly, members elected to positions on the Senate are responsible for the effective delivery of governance management. This policy defines the requirements members must meet before they can take office and act on behalf of the Guild in regard to their respective positions.
- 1.2. The Guild is committed to maintaining human resources and general administrative best practices to meet external and internal governance requirements.
- 1.3. The policy is intended to enable newly elected senators to assume their roles with confidence and ease.

2. ORGANISATIONAL SCOPE

- 2.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the Continuous Improvement and Development Committee.
- 2.2. The Guild shall maintain a policy manual of all current policies in a manner which is easily accessible to members, Senate, staff and other stakeholders where appropriate.
- 2.3. All Guild policies will be reviewed annually to ensure currency.
- 2.4. This policy applies to all Senate members.

3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
 - 3.3.1. A person includes a corporation and government or statutory body or authority;
 - 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
 - 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.4. The word "including" and similar expressions are not words of limitation.
- 3.5. The word "under" includes by and by virtue of; as well as, pursuant to and in accordance with.

4. OVERVIEW

- 4.1. All Senate members are fiduciaries binding them to act on behalf of members with an expectation of trust; the Senate is the Guild's central decision-making body and has ultimate responsibility and accountability for its actions. Fiduciary duty requires Senate members to stay objective, unselfish, responsible, honest, trustworthy and efficient. They must at all times act for the good of the Guild and not for the benefit of themselves and adhere to all governing legislation and policy in all decision making so as not to place the Guild under unnecessary risk.
- 4.2. All Senate members have duties, responsibilities and liabilities they must uphold as referenced in the Guild's Constitution.
- 4.3. Control documents relating to this policy include, but are not limited to, Statute 11 – Student Guild, University Rules – Student Guild and the Guild Constitution.

5. POLICY

- 5.1. Members who are elected to a position on the Guild Senate must complete all office bearer engagement documents before they can undertake their duties of office, these include but are not limited to, Contract of Engagement, Duty Statement, Office Bearer Declaration, Office Bearer Consent to Disclose form, Senator Details form and Confidentiality Agreement.
- 5.2. These documents will be provided to all elected Senators following the declaration of the poll and must be returned completed and signed to the Guild's Administrative Services Coordinator before the date the Senator's term of office is scheduled to commence.
- 5.3. All enquiries must be referred to the Guild's Operations Manager and/or the Administrative Services Coordinator

6. CONTACT INFORMATION

For queries relating to this document please contact:

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7. APPROVAL HISTORY

Policy Approved by	Senate
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