



ECU Student Guild

SENATE TRANSITION TRAINING POLICY

POLICY TYPE	Operational
POLICY TITLE	Senate Transition Training Policy
POLICY OWNER	Operations Manager

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1. INTENT

- 1.1. New student representatives are elected each year to the various positions on the Guild Senate, with terms beginning on December 1st. In order for the incoming Senators to be able to adequately fulfil their roles and responsibilities, **formal mandatory training** is required in the first two weeks of their term.
- 1.2. The Guild is committed to maintaining human resources and general administrative best practices to meet external and internal governance requirements.

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 All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following recommendations from the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 have duties, responsibilities and liabilities they must uphold as referenced in the Guild's Constitution.
- 4.2. Control documents relating to this policy include, but are not limited to, Statute 11 – Student Guild, University Rules – Student Guild and Guild Constitution.

5. POLICY

- 5.1. The Guild, with assistance from ECU's Office of Governance Services and other external training organisations provides this training, which takes place over a two week period immediately prior to the new Senate term commencing on 1 December each year. This training focuses on all governance and administrative matters including but not limited to in depth coverage of budgeting and financial management.
- 5.2. Retiring senators must complete a **Senate Position Handover Report** which will include, but not be limited to, the following position specific information:
 - 5.2.1. Overview of the purpose of the position;
 - 5.2.2. Key contact details for ECU staff involved with the position;
 - 5.2.3. Details of the societies', collectives or clubs associated with the position (where applicable), including committee member details;
 - 5.2.4. Process for managing queries/complaints;
 - 5.2.5. Discussion on accountability in respect to timesheets and recording activities undertaken; and
 - 5.2.6. Description of boards and committees the student representative is required to sit on and their role at these meetings.
- 5.3. Operational information Sessions will be arranged during the training with Guild Operations staff.

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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