



# DUTY STATEMENT

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

**Work Area:** Guild Senate

**Position Title:** General Secretary

## 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

- Member of the Guild Secretariat;
- Responsible for ensuring that all meetings pursuant to Clauses 22(1), 26(1) and 44(1) of the Guild Constitution are scheduled, and held, in accordance with the Standing Orders;
- Responsible for ensuring that proper notice is given of the meetings of Senate, the Executive Board and Departments;
- Ensuring accurate and complete minutes are taken and kept of all General Meetings and meetings of Guild Bodies, noting that the Senate or a Guild Body (as applicable) may nominate a person to assist the General Secretary in fulfilling this responsibility;
- Advising Guild Bodies on the Constitution, the Statute, the Rules, the Policies and related governance matters;
- Liaising with relevant Guild Operational Staff and the Senate on the finances of the Guild;
- Monitoring Department Budgets and Administration;
- Reporting at each scheduled meeting of the Secretariat and the Senate on the finances and administration of the Guild and Departments;
- Ensuring that other Guild Bodies are updated on the finances of the Guild as required;
- Ensuring the Guild's financial statements are prepared, audited and presented in accordance with the Constitution, the Statute and the Rules;
- Undertake the duties of the Executive Officer as specified in the Standing Orders.
- On behalf of the Guild Senate present:
  - a detailed report of the activities of the Guild during the previous year.
  - the balance sheet, auditors report and financial statements of the Guild for the previous year
  - the budgets of the Guild Senate for the current year.
- Presentation of an annual report as to the activities of the General Secretary in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- Additional portfolio(s) of work as directed by the Senate.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Operational Staff
- 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 compliance.

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.

**SIGNED BY - ECU STUDENT GUILD OPERATIONS MANAGER**

Superior first name Superior last name  
Date of Letter

**SIGNED BY - OFFICE BEARER**

Recipient first name Recipient last name  
Date of Letter