



# DUTY STATEMENT

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

**Work Area:** Guild Senate

**Position Title:** Vice President International

## 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;
- Act as Chair of the International Department, coordinating regular meetings across the year in collaboration with the Guild General Secretary;
- Oversee the activities of the International Officers and liaise with other departments as required;
- Coordinate and manage the affiliation processes and funding for the International clubs;
- Oversee the appointment of International Student representatives;
- Coordinate activities and events for students in collaboration with the International Officer and affiliated clubs;
- Represent Students on relevant University Bodies and Guild Bodies;
- Develop the affiliation of International Clubs;
- Obtain feedback from Students on Guild and University services and amenities to provide continual improvement;
- Oversee all International issues of the student community through liaison with the International Officers, and report regularly to the Senate;
- Liaise with the Guild Student Assist Team to advocate on behalf of students to resolve systemic issues and further their interests;
- Plan and implement all social activities and events across all campuses in collaboration with the International Officer;
- Develops and approves in consultation with International Officer, the departmental and associated club budgets;
- Presentation of an annual report as to the activities of the Vice President International 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