



# DUTY STATEMENT

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

**Work Area:** Senate Departments

**Position Title:** Student Representative

## 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

- Acts as liaison between the general student body and the Guild in relation to matters of focus for the department assigned;
- Attends departmental meetings, school meetings (where applicable) to provide a feedback mechanism between the Guild, the student body and ECU;
- Communicates regularly with the relevant Guild Vice President and Guild Officer in relation to departmental matters.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- 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 Student Representatives are tasked with supporting the feedback mechanism for the Guild in relation to the student body and ECU schools and departments ensuring that systemic matters are responded to by the Guild Senate in an effective and responsive way to achieve positive outcomes for students.

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 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 - STUDENT REPRESENTATIVE**

Recipient first name Recipient last name

Date of Letter