



# ECU Student Guild

## SENATE OFFICE BEARER ENGAGEMENT POLICY

<b>POLICY TYPE</b>	Senate
<b>POLICY SUBTYPE</b>	Governance
<b>POLICY TITLE</b>	<b>Senate Office Bearer Engagement Policy</b>
<b>POLICY OWNER</b>	Operations Manager

## Contents

<b>1. INTENT</b>	<b>3</b>
<b>2. ORGANISATIONAL SCOPE</b>	<b>3</b>
<b>3. DEFINITIONS</b>	<b>3</b>
<b>4. OVERVIEW</b>	<b>4</b>
<b>5. POLICY</b>	<b>4</b>
<b>6. RELATED DOCUMENTS</b>	<b>5</b>
<b>7. CONTACT INFORMATION</b>	<b>5</b>
<b>8. APPROVAL HISTORY</b>	<b>5</b>

## 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. This Policy applies to all Senate members.

## 3. DEFINITIONS

- 3.1. The singular includes the plural and vice-versa.
- 3.2. A reference to:
  - 3.2.1. A person includes a corporation and government or statutory body or authority;
  - 3.2.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.2.3. 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.
- 3.3. The word “including” and similar expressions are not words of limitation.
- 3.4. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.
- 3.5. **CIDC** means the Continuous Improvement and Development Committee.
- 3.6. **The Guild** means Edith Cowan University Student Guild.
- 3.7. **Honoraria** means a token payment made to bestow recognition to an individual for the services they perform, for which payment is not required.
- 3.8. **Senate** means the governing body of the Guild.

- 3.9. **Volunteer** means Senators, Dircksey Personnel and any other Volunteers engaged by the Guild.

#### 4. OVERVIEW

- 4.1. All Guild policies are approved, amended or repealed by the Senate in accordance with the Guild's Policy Framework and compliance with relevant governance instruments, following consultation with CIDC.
- 4.2. This Policy does not form part of any employee's contract of employment nor does it form part of any contract for service, however, it is expected that this policy will be observed by all employees and volunteers as applicable.
- 4.3. All Guild policies will be reviewed annually.

#### 5. POLICY

- 5.1. 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.
- 5.2. 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 an all decision making so as not to place the Guild under unnecessary risk.
- 5.3. All Senate members have duties, responsibilities and liabilities they must uphold as referenced in the Guild's Constitution.
- 5.4. Control documents relating to this policy include, but are not limited to:
- 5.4.1. Statute 11 – Student Guild;
- 5.4.2. University Rules – Student Guild;
- 5.4.3. the Guild Constitution.
- 5.5. 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, Volunteer Agreement, Position Duty Statement, Office Bearer Declaration, Office Bearer Consent to Disclose form and Confidentiality Agreement.
- 5.6. These documents will be provided to all elected Senators following the declaration of the poll and must be completed and signed before the date the Senator's term of office is scheduled to commence.
- 5.7. All enquiries must be referred to the Guild's Operations Manager and/or the Human Resources and Work Health & Safety Officer.

## 6. RELATED DOCUMENTS

<b>Related Policy</b>	<ul style="list-style-type: none"><li>• &lt;Enter Related Policy Name&gt;</li></ul>
<b>Related Procedure</b>	<ul style="list-style-type: none"><li>• &lt;Enter Related Procedure Name&gt;</li></ul>
<b>Other Related Documents</b>	<ul style="list-style-type: none"><li>• The Guild Constitution</li><li>• Statute 11 – Student Guild</li><li>• University Rules – Student Guild</li></ul>
<b>Related Legislation</b>	<ul style="list-style-type: none"><li>• &lt;Enter Related Legislation Details&gt;</li></ul>

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

<b>Policy Owner</b>	Operations Manager
<b>All Enquiries Contact</b>	Lisa Dwyer
<b>Telephone</b>	08 6304 5915
<b>Email address</b>	<a href="mailto:l.dwyer@ecuguild.org.au">l.dwyer@ecuguild.org.au</a>

## 8. APPROVAL HISTORY

<b>Policy Approved By</b>	Senate
<b>Date Policy First Approved</b>	14/11/2016
<b>Original Motion</b>	SM2008/14
<b>Revision History</b>	May 2020 September 2022 - SM2210/03
<b>Revised by</b>	Lisa Dwyer
<b>Next Revision Date</b>	September 2023