



ECU Student Guild

SENATE TRANSITION TRAINING POLICY

POLICY TYPE	Senate
POLICY SUBTYPE	Governance
POLICY TITLE	Senate Transition Training Policy
POLICY OWNER	Operations Manager

Contents

1. INTENT	3
2. ORGANISATIONAL SCOPE	3
3. DEFINITIONS	3
4. OVERVIEW	4
5. POLICY	4
5.6.1. Failure to complete training by specified date	4
5.7. Retiring Senator Obligations	5
6. RELATED DOCUMENTS	5
7. CONTACT INFORMATION	5
8. APPROVAL HISTORY	6

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. Co-opted Senators may join at any time throughout a term of an elected Senate
- 1.2. In order for the incoming Senators to be able to adequately fulfil their roles and responsibilities, formal mandatory training is required upon commencement of their term.
- 1.3. The Guild is committed to maintaining human resources and general administrative best practices to meet external and internal governance requirements.
- 1.4. All training provided is intended to enable newly elected senators or co-opted 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. **Co-opted** means appointment to the Senate by invitation of the existing members.
- 3.7. **The Guild** means Edith Cowan University Student Guild.
- 3.8. **Honoraria** means a token payment made to bestow recognition to an individual for the services they perform, for which payment is not required.
- 3.9. **Senate** means the governing body of the Guild.

3.10. **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. Induction training will consist of formal face to face training and induction to the Guild, mandatory online training modules and the Presidents' Summit.
- 5.2. The mandatory training will be required to be completed on dates defined by the Operations Manager and will be defined within the published Election Nomination Documentation. Work and/or study commitments **are not** acceptable reasons for non-attendance.
- 5.3. Co-opted Senators will be required to attend training and complete all mandatory online training at a date mutually convenient to the Operations Manager and the Senator but this **must** occur within two weeks of the Senator being co-opted to their position.
- 5.4. Any formal online training provided will be required to be completed within two weeks of commencement as a Guild Senator or within two weeks of notification that the training must be completed.
- 5.5. The mandatory induction training focuses on all governance and administrative matters including but not limited to in depth coverage of budgeting and financial management.
- 5.6. Additional mandatory training may be implemented between commencement and the start of Semester one to ensure that Senators are fully aware of the administrative tasks they must complete in order to fulfil their roles at the Guild.

5.6.1. Failure to complete training by specified date

5.6.1.1. Senators who fail to complete any mandatory training within one month of the required completion date being due will forfeit any honorarium that applies.

5.6.1.2. Honorarium will only be reinstated where all outstanding training is completed.

5.7. Retiring Senator Obligations

- 5.7.1.1. Retiring Secretariat Members must complete and present an **Annual Report** at the President's Summit to new Senators which will detail the activities of the departments for which they are responsible for the preceding term.
- 5.7.1.2. Retiring Department Officers must support the Chair of their relevant department in preparing the annual report and presentation in preparation for the Summit.
- 5.7.1.3. All retiring Senators, or Senators who are moving from one position within the Guild to another, must present to the Guild, on a date defined by the Operations Manager, but within the current Senate term, to provide a full and comprehensive handover to new Senators. The handover will include, but not be limited to, the following information:
- 5.7.1.3.1. Overview of the structure of the department;
 - 5.7.1.3.2. Key contact details and information about ECU staff and external stakeholders relevant to the department;
 - 5.7.1.3.3. Details of the affiliated clubs and student representatives associated with the department, including committee member details;
 - 5.7.1.3.4. Details of boards and committees the Senator sits on and their role at the meetings;
 - 5.7.1.3.5. Any ongoing issues being managed by the Senator;
 - 5.7.1.3.6. Any opportunities to explore by the new Senator;
 - 5.7.1.3.7. Any projects currently underway within the department.

6. RELATED DOCUMENTS

Related Policy	<ul style="list-style-type: none">• Honoraria Policy
Related Procedure	<ul style="list-style-type: none">• <Enter Related Procedure Name>
Other Related Documents	<ul style="list-style-type: none">• The Guild Constitution• Candidate Obligations Declaration
Related Legislation	<ul style="list-style-type: none">• <Enter Related Legislation Details>

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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Revised by	Lisa Dwyer
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