



DUTY STATEMENT

Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Vice President Academic

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 Academic Department; coordinating regular meetings across the year in collaboration with the Guild General Secretary;
- Oversee the activities of the Undergraduate and Postgraduate Officers and liaise with other departments as required;
- Coordinate and manage the affiliation processes and funding for the academic undergraduate and postgraduate clubs;
- Oversee the appointment of Undergraduate and Postgraduate school representatives for each of the School Teaching and Learning Committees;
- Provide additional training and development opportunities for students to supplement their education in collaboration with the Undergraduate and Postgraduate Officers;
- Coordinate Academic activities and events for students in collaboration with Undergraduate and Postgraduate Officers and affiliated clubs;
- Represent students on relevant University Bodies and Guild Bodies, including curriculum Teaching and Learning Committee, the Academic Services Committee and Academic Board and any other committee as directed by the Guild President;
- Obtain feedback from Undergraduate and Postgraduate students in collaboration with the Undergraduate and Postgraduate Officers on Guild services and amenities and University services and amenities to provide continual improvement;
- Oversee all academic issues regarding undergraduate students; as well as postgraduate and international student communities through liaison with the Postgraduate and 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;
- Develops and approves in consultation with Undergraduate and Postgraduate Department Officers the departmental and associated club budget;
- Presentation of an annual report as to the activities of the Vice President Academic 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. 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

Employer Signature

Superior first name Superior last name
Date of Letter

SIGNED BY - OFFICE BEARER

Employee Signature

Recipient first name Recipient last name
Date of Letter