



THE ROLE OF THE VICE PRESIDENT ACTIVITIES & SOUTH WEST

Honoraria \$2,028.08 per month

Purpose

You are the Guild's lead for student life, sport, and South West campuses. You turn student feedback into practical, safe, and well-run activities; you support and fund social, sports and South West clubs; and you ensure vibrant, inclusive programming across all campuses. You chair the Social, Sports and South West Departments, coordinate their representatives and officers, and represent students on relevant University and Guild bodies. You work within the Constitution, Standing Orders and Department Policies, and are accountable to the Senate and students.

What the key duties involve day to day

Lead the Social, Sports and South West Departments

- Chair each Department: set agendas with the General Secretary, convene regular meetings, ensure accurate minutes, and follow-up actions.
- Create and maintain Annual Department Plans and Budgets; track delivery against priorities and report in writing to each scheduled Senate meeting.
- Oversee Social, Sports and South West Officers: align their work ensure compliance with finance, WHS, risk and equity policies.
- Maintain governance compliance per Department Policies, Standing Orders, and Affiliation Policy.

Support and fund social, sports and South West clubs

- Support affiliation processes and funding for Social, Sports and South West in line with the Affiliation Policy and budgets.
- Work with operational staff on grant acquittals, venue bookings and risk checks; ensure fair criteria and timely decisions.

Recruit, appoint and support Department Student Representatives

- Select Student Representatives for each Department in collaboration with the relevant Officer(s), in line with Department Policies.
- Provide onboarding, and meeting schedules; track attendance and performance; action removals or continuations per policy.

Plan and deliver activities and events

- Build an annual activities calendar across semesters
- Coordinate logistics with operational staff: bookings, permits, vendor management, security, first aid, accessibility, sustainability, and WHS.
- Ensure events and leagues are inclusive, diverse, low-barrier and well-marketed; evaluate with post-event reports and student feedback.

Representation on University and Guild bodies

- Represent students on relevant University committees and Guild bodies.
- Read papers, present evidence-based student positions, and advocate for improvements.
- Provide concise written and verbal updates to Secretariat and Senate.

Student voice and feedback loops

- Gather feedback via forums, stall visits, surveys, club check-ins, and SW campus drop-ins.
- Close the loop: publish outcomes, changes and next steps in Guild channels.



Budgeting, reporting and compliance

- Develop and approve Department and associated club budgets in consultation with Officers; monitor spend and variances.
- Ensure procurement and payments comply with Guild finance policies and delegations; support timely acquittals.
- Provide written reports to Senate and Secretariat; present an annual portfolio report at the President's Summit.
- Ensure all Department and club activities follow Guild Policies (finance, WHS, risk, equity, affiliation, communications).
- Contribute to quarterly and annual reporting.

What a typical week can look like (varies by period)

- 1 Department meeting (rotating Social, Sports, South West) with agenda prep and action follow-ups.
- 1 University/Guild committee meeting; paper reading and student briefings.
- Officer check-ins; approvals on a club grant, event plan, or marketing brief within delegations.
- Event logistics touchpoints: venue confirmation, risk/WHS review, supplier coordination.
- Club/rep engagement: respond to queries, onboarding a new club/rep, attendance tracking.
- Budget review with finance/admin; compile a brief update for Secretariat/Senate.

South West campus outreach: schedule check-ins, plan upcoming SW events or facility requests.

Time commitment and expectations

- Peak periods: Orientation/Welcome weeks, major social events, sport seasons, Clubs Carnival, budget setting, and end-of-year transitions.
- Expect a steady part-time workload; some evenings and occasional weekends for events. Plan around assessments and communicate availability.

What success looks like

- A visible annual activities calendar delivered safely, on budget and on time, with strong attendance and diverse participation.
- Healthy club ecosystem: timely affiliations, fair funding, compliant acquittals, and active collaboration across clubs.
- Engaged Student Representatives with consistent attendance, clear channels, and useful feedback feeding into improvements.
- Measurable improvements to student experience and facilities.
- Strong relationships with ECU Student Life/Sport, campus facilities, and local South West stakeholders.
- Transparent reports and budgets; positive satisfaction trends in post-event and semester surveys.

Support and training you'll receive

- Operational team support across events, finance, marketing & communications, compliance and administration to handle day-to-day delivery.
- Governance, WHS, finance and risk training; templates for agendas, minutes, budgets, grant criteria, event run-sheets, and risk assessments.
- Published Department Policy and the Affiliation Policy to guide decisions and establish event planning procedures and practices.

Boundaries and good practice

- Work within the Constitution, Standing Orders and Department Policies; respect financial delegations and approval thresholds.
- Ensure appointments and processes for student reps and clubs follow the relevant policies; document decisions and keep records organised.
- Declare conflicts (e.g., involvement with a club you fund) and recuse as needed; maintain confidentiality for committee papers and student information.
- Provide written reports to each scheduled Senate meeting; implement Senate directions and keep action logs up to date.

