



THE ROLE OF THE VICE PRESIDENT SOCIAL RESPONSIBILITY

Honoraria \$2,028.08 per month

Purpose

You are the Guild's lead for equity, environmental sustainability and First Nations student voice. You turn student feedback into inclusive policies, programs and events; support and fund relevant clubs; and ensure culturally safe, accessible, and sustainable practice across the Guild. You chair the Equity, Environmental and First Nations 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 as a member of the Secretariat.

What the key duties involve day to day

Lead the Equity, First Nations and Environmental 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 Equity, First Nations and Environmental 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 Equity, First Nations and Environmental clubs

- Support affiliation processes and funding for Equity, First Nations and Environmental clubs 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.

Systemic issues and advocacy

- Liaise with the Guild Advisory team to identify systemic equity, environmental and First Nations issues emerging from individual cases.



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)

- 1/2 Department meeting (rotating Equity, Environmental, First Nations) with agenda prep and action follow-ups.
- 1 University/Guild committee meeting; paper reading and pre-brief with student reps.
- Officer check-ins; approvals on a club grant, event plan or comms request within delegations.
- Event logistics touchpoints: venue confirmation, accessibility review, cultural protocol planning.
- Student engagement: respond to rep/club queries; recruit or onboard a new rep; monitor attendance/performance records.
- Budget/finance review with operational staff; compile a brief update for Secretariat/Senate.

Time commitment and expectations

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

What success looks like

- Visible, inclusive and culturally safe programs delivered safely, on budget and on time, with strong, diverse participation and positive feedback.
- Healthy club ecosystem: timely affiliations, fair funding decisions, compliant acquittals, active collaboration and leadership development.
- Engaged, well-supported Student Representatives with consistent attendance and meaningful input into decisions.
- Measurable improvements: better accessibility and inclusion practices, clearer anti-discrimination processes, sustainability gains (waste, procurement, events), and strengthened recognition and support for First Nations students and initiatives.
- Constructive relationships with ECU equity, inclusion, sustainability and First Nations stakeholders; clear advocacy wins recorded in reports.
- Transparent, timely reporting and budgeting; risks identified and managed; policies followed.

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.

