



DUTY STATEMENT

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

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

- Chief spokesperson of the Guild with the University and general public on all matters relating to the rights and interests of Members;
- Responsible for representing the Guild or coordinating representation on all appropriate University Bodies where requested by the University;
- Responsible for submissions, representations and negotiations on behalf of the Guild and the Senate;
- Responsible for ensuring that the Departments fulfil their duties and meet the strategic goals set by Senate;
- Assists and coordinates the work of the members of the Guild Senate;
- Attends and presides at all Guild General Meetings;
- Attends and presides at all Guild Senate Meetings;
- Presentation of an annual report as to the activities of the President in the previous year at the President's summit to new Senators in the 2 weeks preceding the end of their term;
- Support for Mount Lawley Campus Guild Offices and South West (Bunbury) Offices as required/available;
- Obtain feedback from students on Guild services and amenities to provide continual improvement;
- Obtain feedback from students on University services and amenities to provide continual improvement;
- Advocate on behalf of students to resolve systemic issues they are experiencing, and further their interests;
- Liaise with Operations Manager to ensure the Senate's needs are accommodated for and that the strategic direction of the Senate is implemented operationally;
- Regularly meet with the Operations Manager;
- Liaise with the National Union of Students (NUS) and represent ECU students and their interests to the national body, as well as other relevant entities as required;
- Make formal submissions to University Bodies and State and Federal Parliamentary bodies on matters affecting the Guild and its Members;
- Lobby various decision makers, including those within State and Federal Parliamentary bodies, on matters affecting the Guild and its Members;

- Formally issue Media Releases where applicable, appropriate and required on matters as they arise to bring student and community attention to current issues;
- 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