



DUTY STATEMENT

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

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interest 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 Senate;
- Coordinates Student representatives for the Social department;
- Assists Vice President Activities & South West in the organisation of departmental meetings;
- Develops Guild Social activities in collaboration with the Vice President Activities & South West;
- Supports Guild Social Club affiliation, training and development;
- 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