



DUTY STATEMENT

Organisation:	Edith Cowan University (ECU) Student Guild
Work Area:	Guild Senate
Position Title:	Vice President Activities & South West

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 Social, Sports and South West Department, coordinating regular meetings across the year in collaboration with the Guild General Secretary;
- Oversee the activities of the Social, Sports and South West Officers and liaise with other departments as required;
- Coordinate and manage the affiliation processes and funding for the Social, Sports and South West clubs;
- Oversee the appointment of Social, Sports and South West Student representatives;
- Coordinate activities and events for students in collaboration with Social, Sports and South West Officers and affiliated clubs;
- Represent Students on relevant University Bodies and Guild Bodies;
- Develop the affiliation of Social, Sports and South West Clubs;
- Obtain feedback from Students on Guild and University services and amenities to provide continual improvement;
- Oversee all Social, Sports and South West issues of the student community through liaison with the Social, Sports and South West 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;
- Plan and implement all social activities and events across all campuses in collaboration with the Social, Sports and South West Officers;
- Develops and approves in consultation with Social, Sports and South West Officers, the departmental and associated club budgets;
- Presentation of an annual report as to the activities of the Vice President Activities & South West 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

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