

Swinburne Student Council (SSC)

Role Descriptions

Purpose

To clarify the roles and responsibilities of the SSC members for the inaugural Swinburne Student Association (SSA) election, conducted via the Swinburne Student Union Regulations.

SSC Overview

The SSC exists to provide advice to inform the development and implementation of strategies, services and plans adopted by the Swinburne Student Association & Swinburne on student matters. The primary objective of the SSA is to advance the education of Swinburne students by providing amenities, services and facilities for the benefit of Swinburne students.

The SSC's primary responsibilities are to:

- Engage with all students at Swinburne University.
 - Organise student events and activities.
 - Provide services to students.
 - Communicate with students.
 - Editorials in student newsletters, social media, Speeches at events
- Ensure student voice in university decision-making.
 - Attendance and engagement in student forums and meetings.
- Advocate for student concerns.
 - Meeting with university stakeholders.

The SSC Executive's primarily responsibilities are to:

- **Receive and Review Feedback:** Collect advice and feedback from the SSC to understand the needs and concerns of the student body.
- **Voting on Decisions:** Participate in the decision-making process by voting on SSC proposals and recommendations.
- **Ensure Implementation:** Oversee the execution of SSC decisions through coordination with the CEO and staff.

Summary of Duties

As an elected student representative of the SSC you will be responsible for promoting the association's objectives. In your role, you are expected to abide by the regulations and constitution of the SSA and to attend key meetings and forums.

Your specific duties are to:

- Read, understand and act in accordance with the SSA Constitution and Regulations
- Attend key training and induction sessions, forums, panels and meetings
- Fulfil responsibilities expected of your role

SSA Office Bearers

The positions listed are elected for a period of 12 months, commencing on the 1st of January, ending on the 31st of December. Elections for the following SSC positions are elected under the SSA. The positions are as follows:

- Office Bearers
 - Women's Representative
 - Queer Representative
 - Culture and Faith Representative
 - Activities Representative
 - International Representative
 - Swinburne Online Representative
- SSC Executive
 - President
 - Vice President
 - Education Lead
 - Welfare Lead

Swinburne University of Technology (SUT) Office Bearers

Members elected in the Swinburne University Elections will serve as ex officio members of the SEAP. The following 19 members are:

- School Academic Committee
 - School of Business, Law and Entrepreneurship (2)
 - School of Engineering (2)
 - School of Science, Computing and Engineering Technology (2)
 - School of Design and Architecture (2)
 - School of Health Sciences (2)
 - School of Social Sciences, Media, Film and Education (2)
- Academic Senate
 - Higher Degree by Research
 - AQF level 7 to 9 (Bachelor to Master Degree)
 - AQF level 7 to 9 (Certificate to Advanced Diploma/Associate Degree)
- Vocational Education Teaching and Learning Committee (**VETLC**)
 - Students from Business, Design, Media and ICT programs
 - Students from Health, Science and Community programs
 - Students from Trades and Engineering Technologies programs
- University Council Student Member

Description of Roles and Responsibilities

All representatives and office bearers of the SSA are expected to:

- Initiate and coordinate engagement activities via their representative committee/panel.
- Represent the community they were elected to advocate for.
- Attend key meetings, forums and panels required of their position.

Role	Description
Education Lead	<ul style="list-style-type: none"> • Chair of the Swinburne Education Action Panel (SEAP). • Voting member of the SSC Executive. • Responsible for convening the SEAP and ensuring they meet regularly – minimum 6 times per year. • Raising awareness of education issues among students, staff, and the broader Swinburne community, while initiating and coordinating education activities and researching academic affairs and education policies.
Welfare Lead	<ul style="list-style-type: none"> • Chair of the Swinburne Welfare Action Panel (SWAP). • Voting member of the SSC Executive. • Responsible for convening the SWAP and ensuring they meet regularly – minimum 6 times per year. • Raising awareness of welfare issues among students, staff, and the broader Swinburne community, while initiating, coordinating, and researching welfare activities and matters.
Women’s Representative	<ul style="list-style-type: none"> • Member of the SWAP. • Representative for students who identify and live as women.
Queer Representative	<ul style="list-style-type: none"> • Member of the SWAP. • Representative for students who identify as being a member of the queer community.
Culture and Faith Representative	<ul style="list-style-type: none"> • Member of the SWAP. • Representative for cultural and faith related matters.
Activities Representative	<ul style="list-style-type: none"> • Member of the SWAP. • Representative for SSA matters relating to student activities.
International Representative	<ul style="list-style-type: none"> • Member of the SWAP. Ex Officio member of SEAP. • Representative for International students.
Swinburne Online Representative	<ul style="list-style-type: none"> • Member of the SWAP. Ex Officio member of SEAP. • Representative for Swinburne Online students.

Types of Student Roles

Role Classification	Responsibilities
SSA Office Bearers	<ul style="list-style-type: none"> • Engage with the Swinburne student community. • Provide information and support on matters of importance to their represented community.
SUT Office Bearers	<ul style="list-style-type: none"> • Fulfil Swinburne University’s outlined responsibilities required of their roles and the university’s regulations/constitution. • Attend SSC Education Action Panels.