



# **Swinburne Student Association Candidate Handbook**

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## **What is the Swinburne Student Association (SSA)?**

This document provides information for those considering nominating and becoming a candidate in the Inaugural Swinburne Student Association elections.

The SSA is responsible for overseeing key student services at Swinburne University of Technology (**SUT**). These services include advocacy, clubs & societies, sports & fitness, student wellbeing, and student leadership.

The SSA will be run for students by students to enhance the student experience at Swinburne. It is overseen by a student-led board and a council of student representatives. The student-led Board, comprising six elected Student Directors and three University Directors appointed by the Vice-Chancellor, will oversee the strategic direction and governance of SSA.

The Swinburne Student Council (**SSC**), comprised of elected student Office Bearers represents a diversity of interests of Swinburne students and also provides advice to the board.

## **What are these elections for?**

This is the inaugural election to decide the Student Directors and the SSC members of the SSA. The election for SSA Student Directors and Council members will be conducted under the regulations of the Swinburne Student Union. Both the Swinburne Student Union and Swinburne Student Life will wind up by the end of 2024.

## **What are the benefits of becoming an elected Student Director of SSA?**

Becoming an elected Student Director of the Swinburne Student Association offers a unique opportunity to shape the direction of the new student-led entity and hence create an outstanding experience for current and future Swinburne students. It also provides an exceptional opportunity to serve as a company director, an experience that will provide invaluable skills for your future career. The experience will not only allow you to make a tangible impact for current and future students but will also provide great personal development opportunities for your future career.

## **What are the benefits of becoming an elected Swinburne Student Council member?**

Becoming an elected Swinburne Student Council member offers a unique leadership opportunity. As an SSA Office Bearer, you will be in a leadership role for Swinburne students, and help to shape the student experience, advocate for student needs, and influence policies and initiatives that improve campus life. The experience not only allows you to make a tangible impact during your term of office but also provides an opportunity to build valuable skills in leadership and communication that will be beneficial for your future career.

## **What positions are up for contention?**

This election seeks to fill the following SSA positions:

### **Student Board Directors**

- President
- Vice President
- Student Directors (4) (two to be elected for two year terms and two to be elected for a single year term in the inaugural election).

The President and Vice President are also *ex officio* members of the Swinburne Student Council, but no other members of the Board or the Student Council may hold office in both bodies. The President is Chair of the Swinburne Student Association Board and the Vice President is Chair of the Swinburne Student Council.

### **Swinburne Student Council**

- Education Lead
- Welfare Lead
- Women's Representative
- Queer Representative
- Cultural and Faith Representative
- Activities Representative
- International Representative
- Swinburne Online Representative



## **What are the responsibilities and role descriptions of these positions?**

The roles and responsibilities can be better understood by reading the [SSA Constitution and Election Regulations](#). For a quick summary, read the following documents: [SSA Board Director Role Descriptions](#) and [SSC Role Descriptions](#)

## **What is the difference between a Student Director and an SSC member?**

Student Directors have required responsibilities and duties that are legally binding and enforceable. Alongside their duties as set by the SSA Constitution and Regulations, there are several personal commitments and attributes that are needed to effectively undertake the role of director. Key duties under the *Corporations Act (2001)* include:

- Fulfilling their fiduciary duty to the SSA and its members
- Acting in good faith and for a proper purpose
- Exercising reasonable care and diligence
- Preventing improper use of their position
- Avoiding misuse of information
- Preventing conflicts of interest

SSC Members do not have the same legal responsibility and liability. They are responsible for promoting the SSA's objectives and are required to abide by the constitution and regulations. Their key duty is to offer leadership and engage actively in forums, panels and meetings.

## **Who is eligible to participate?**

The SSA Electorate comprises Swinburne Students who are, at the Census Date immediately before the election: (a) enrolled in a Swinburne vocational or higher education course of 6 months or longer in duration and predominantly based at a campus of Swinburne in Australia (other than Swinburne Sydney); or (b) enrolled through a Swinburne vocational or higher education course of 6 months or longer in duration which is delivered online and resident in Australia.

All students in the SSA Electorate may nominate for a position within the SSA (subject to eligibility conditions set by the Returning Officer and election regulations). All students in the SSA Electorate will be eligible to vote.

## Election Schedule

Date/Time	Event
Midday, Friday 23 August	Notice of Election
9am, Monday 26 August - 4pm, Friday 30 August	Nominations   Ticket Registration
9am, Monday 26 August – 4pm, Friday 6 September	Application to set out a ticket
4pm, Monday 9 September	Statement of Preferences
10am to 4pm, Monday 16 Sept to Friday 20 Sept	Polling
Friday 20 September	Declaration of Election
Thursday 26 September	Board Induction Training
Tuesday 1 October	Commencement of Term of Office (or earlier where required by SUT)

## Notice of Election

Nomination forms and all election materials are available at [www.ssu.org.au/ssaelections](http://www.ssu.org.au/ssaelections).  
The Notice of Election will set out key dates and information in relation to the election.

## Voting

Voting will be conducted wholly online for all students. Online voting will occur from 10am Monday 16<sup>th</sup> September and remain open until 4pm, Friday 20<sup>th</sup> September 2024.

## Important Documents

The rules governing this election are set out in the SSA Constitution and the Election Regulations. These documents and all other supporting documents are available at [www.ssu.org.au/ssaelections](http://www.ssu.org.au/ssaelections) or <https://www.swinburne.edu.au/life-at-swinburne/next-gen-experience/single-student-body/>.

## Election Contact

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