

PRESIDENT

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected President with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the President within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note that the responsibilities are not in any particular order of importance.

Role of the President

The main role of the President is to build and convene the SSU Council within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of all Swinburne students. The President is directed by all Swinburne students and is responsible for any expenditure with SSU Council and to ensure that all financial transactions are appropriately approved and recorded.

The President must develop an awareness of the issues facing all Swinburne students, both on and off campus. The President represents all Swinburne students on University bodies and committees, as well as within the Student Union as a whole. The President also works closely with the SSU Council members in any campaigns the Student Union is running and with other office bearers from outside organisations as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Secretariat

SSU Education Board

SSU Remuneration Panel

SSU Services Management Board

Key Responsibilities of the President

1. to be at all times familiar with and abide by the SSU Constitution, Regulations and Policies;
2. to be the chief spokesperson of the SSU ;
3. to be the direct link between the Union Council and the Executive Officer and through the Executive Officer to staff as well as participating in the Service Management Board;
4. is expected to, where appropriate, liaise directly with Senior University staff, including the Vice-Chancellor and Chancellor on matters of interest to students;
5. is expected to attend all Boards and Committees to which they are appointed (or are an *ex officio* member of);
6. to consult on all Union and University matters;
7. is entitled to chair all Union Council meetings, Secretariat meetings and any Special General Meetings of the Union;
8. is expected to encourage and participate in the development of SSU policy;
9. is responsible for reporting issues of significance to students that arise in the University Community via Council;
10. is expected to consult the Council if intending to study throughout their term as President for advice;
11. is responsible for the monitoring of the proper conduct of Council Members and student representatives, ensuring they are performing their duties in accordance with their respective Role Description, SSU Policy, and the SSU Constitution.

The President is accountable to and may be directed by:

In the first instance - the Secretariat;

and ultimately - the Council.

EDUCATION OFFICER

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Education Officer with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Education Officer within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Education Officer

The main role of the Education Officer to build and convene the SSU Education Board within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of all Swinburne students. The Education Officer is directed by the SSU Education Board and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Education Officer must develop an awareness of the issues facing all Swinburne students, both on and off campus. The Education Officer represents all Swinburne students on University bodies and committees, as well as within the Student Union as a whole. The Education Officer also works closely with the Postgraduate, TAFE/Apprentice & Traineeship, Education Public Affairs, Education Academic Affairs and International Representatives in any campaigns the Student Union is running and with other office bearers as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Remuneration Panel

SSU Secretariat

SSU Services Management Board

SSU Education Board

Key Responsibilities of the Education Officer

1. to at all times be familiar with and abide by the SSU Constitution, Regulations and Policies;
2. to inform the general student population of matters concerning their education within the University and at a Federal/State level utilising methods such as the Swine and 3SSR;
3. to consult with the general student population regarding educational matters;
4. to encourage and participate in the development of SSU policy in educational matters which affect students;
5. to provide information to and working in consultation with education representatives on all campus standing committees;
6. to liaise with external bodies (where they exist) such as the National Union of Students (NUS), the Council of Australian Postgraduate Students (CAPA), the NTEU and AEU, on educational matters affecting students at Swinburne;
7. to liaise with the Student Rights Officers and relevant Union staff about significant education issues as they relate to and affect students of the University;
8. is entitled to chair meetings of the SSU Education Board;
9. to participate in and assist with sub-committees of the SSU Education Board;
10. to report regularly to the Secretariat and the Union Council on all matters arising at meetings of Education Board;
11. to report to other Union bodies on significant issues as required;
12. to attend all Boards and Committees to which they are appointed/elected;
13. is responsible for the implementation of Union policy regarding educational issues.

The Education Officer is accountable to and may be directed by:

In the first instance - the Secretariat;
next - the Education Board;
and ultimately - the Council.

GENERAL SECRETARY

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected General Secretary with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the General Secretary within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the General Secretary

The General Secretary is responsible for ensuring that the Swinburne Student Union operates democratically and accountably. This means ensuring that all meetings are called, held and minuted in accordance with the SSU Constitution, Regulations, Policies and Standing Orders. It means ensuring that the financial accountability requirements of the SSU Council are met in accordance with the SSU Constitution and Regulations and Policies. The General Secretary must ensure the safety of funds taken through membership or activities and to give up to date information as to the state of the finances of the organisation.

The General Secretary must develop an awareness of the issues facing all Swinburne students, both on and off campus. The General Secretary represents all Swinburne students on University bodies and committees, as well as within the Student Union as a whole. The General Secretary also works closely with all SSU Council members in any campaigns the Student Union is running.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council	SSU Education Board
SSU Secretariat	SSU Services Management Board
SSU Remuneration Panel	OHS Committee

Key Responsibilities of the General Secretary

1. to at all times be familiar with and abide by the SSU Constitution, Regulations and Policies;
2. is responsible for the conduct and servicing of all meetings of the union including ensuring that proper notice is given of all meetings, that accurate and complete minutes are taken and kept and that minutes are distributed accordingly;
3. to ensure that a register of all union policies is kept accurate and up to date;
4. is to develop policy in the area of administration and finance of the union and will submit relevant material to Council for adoption into the Policy Volume;
5. is to liaise with relevant union staff about the finances of the union ensuring that the annual financial statements are audited in accordance with clause 64 of the Constitution and presented to an Annual General Meeting in accordance with sub-clause 11(2);
6. to report regularly to the Secretariat and the Council on the finances of the union;
7. to report to other Union bodies on the finances of the Union as required;
8. to attend all University Boards and Committees to which they are elected or appointed and will participate on the Service Management Board;
9. is responsible for the monitoring of and compliance with the terms and conditions of all paid elected representatives especially with regard to the Constitution, SSU Policy, work plans and SSAF;
10. is responsible for the collaboration and distribution of membership lists to SSU Council Members and where appropriate, producing a newsletter or bulletin to keep members up to date with Council decisions;
11. is responsible for ensuring that all Union Boards and Committees convene the required amount of times per year as specified by the constitution;
12. is responsible for internal communication within the Union and its membership, working in conjunction with the President, the Executive Officer and the Managers especially on administrative tasks

The General Secretary is accountable to and may be directed by:

In the first instance - the Secretariat;
and ultimately - the Council.

WELFARE OFFICER

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Welfare Officer with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Welfare Officer within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Welfare Officer

The main role of the Welfare Officer is to build and convene the Welfare Collective within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of all Swinburne students. The Welfare Officer is directed by the Swinburne students and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Welfare Officer must develop an awareness of the issues facing all Swinburne students, both on and off campus. The Welfare Officer represents all Swinburne students on University bodies and committees, as well as within the Student Union as a whole. The Welfare Officer also works closely with the Queer, Women's, Indigenous, Disability, Environment and International Representatives in any campaigns the Student Union is running and with other office bearers as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Secretariat

SSU Education Board

SSU Remuneration Panel

SSU Services Management Board

Key Responsibilities of the Welfare Officer

1. to at all times be familiar with and abide by the SSU Constitution, Regulations and Policies;
2. to liaise with - and assist in the coordination of - all women's education, welfare/access & equity, indigenous, disability, queer representatives across all Swinburne campuses;
3. to liaise with the University's Equity Unit (and the Human Resources Department of the University);
4. is the Union's link with the University for the development of policy and procedure in the areas of welfare, access, and equity for Swinburne students.
5. is to report to Council and Secretariat regularly on issues of Welfare;
6. is to develop policy in the areas of welfare, access and equity for the Union, in consultation with Campus Committees and relevant student representatives;
7. to consult with the student body regarding policy in the areas of welfare, access and equity;
8. is to liaise with the other relevant representatives on Council on issues as they arise that relate to the areas of welfare, access and equity;
9. to inform the student body of pertinent issues in the areas of welfare, access and equity;
10. to ensure the appropriate implementation of policies and procedures of the Union with regard to access and equity issues;
11. to attend to all designated Boards and Committees - of both the University and the Union;
12. to implement all campaigns that are instigated by the National Union of Students Welfare Department.

The Welfare Officer is accountable to and may be directed by:

In the first instance - the Secretariat;
and ultimately - the Council.

CROYDON CAMPUS CHAIR

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Croydon Campus Chair with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Croydon Campus Chair within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Croydon Campus Chair

The main role of the Croydon Campus Chair is to build and convene the Croydon Campus Committee within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Swinburne Croydon students. The Croydon Campus Chair is directed by the Croydon Campus Committee and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Croydon Campus Chair must develop an awareness of the issues facing Swinburne Croydon students, both on and off campus. The Croydon Campus Chair represents Swinburne Croydon students on University bodies and committees, as well as within the Student Union as a whole. The Croydon Campus Chair also works closely with the President, Education Officer and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only Croydon students may nominate and vote for this position.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Secretariat

SSU Education Board

SSU Croydon Campus Committee

SSU Remuneration Panel

Key Responsibilities of the Croydon Campus Chair

1. to at all times be familiar with and abide by the SSU Constitution, Regulations and Policies;
2. to convene meetings the Croydon Campus Standing Committee (see constitution clause 36);
3. to liaise with senior staff of the Union (especially on the Croydon campus) to ensure implementation of Union programs/policy/campaigns/plans on campuses;
4. to ensure that Cross-Campus office bearers are informed of times when their presence at the Croydon campus would be useful and constructive;
5. to attend course representative meetings on their campus;
6. to promote student participation, services and activities at Croydon;
7. to attend all Boards and Committees of which they are appointed/elected;
8. to be the immediate contact point of the Union with the University on Croydon Campus, liaising regularly with the local University staff.

The Croydon Campus Chair is accountable to and may be directed by:

In the first instance - the Croydon Campus Committee;

and ultimately - the Council.

HAWTHORN CAMPUS CHAIR

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Hawthorn Campus Chair with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Hawthorn Campus Chair within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Hawthorn Campus Chair

The main role of the Hawthorn Campus Chair is to build and convene the Hawthorn Campus Committee within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Swinburne Hawthorn students. The Hawthorn Campus Chair is directed by the Hawthorn Campus Committee and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Hawthorn Campus Chair must develop an awareness of the issues facing Swinburne Hawthorn students, both on and off campus. The Hawthorn Campus Chair represents Swinburne Hawthorn students on University bodies and committees, as well as within the Student Union as a whole. The Hawthorn Campus Chair also works closely with the President, Education Officer and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only Hawthorn students may nominate and vote for this position

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Secretariat

SSU Education Board

SSU Hawthorn Campus Committee

SSU Remuneration Panel

Key Responsibilities of the Hawthorn Campus Chair

1. to be at all times to be familiar with and abide by the SSU Constitution, Regulations and Policies;
2. to convene meetings the Hawthorn Campus Standing Committee (see constitution clause 36);
3. to liaise with senior staff of the Union (especially on the Hawthorn campus) to ensure implementation of Union programs/policy/campaigns/plans on campuses;
4. to ensure that Cross-Campus office bearers are informed of times when their presence at the Hawthorn campus would be useful and constructive;
5. to attend course representative meetings on their campus;
6. to promote student participation, services and activities at Hawthorn;
7. to attend all Boards and Committees of which they are appointed/elected;
8. to be the immediate contact point of the Union with the University on Hawthorn Campus, liaising regularly with the local University staff.

The Hawthorn Campus Chair is accountable to and may be directed by:

In the first instance - Hawthorn Campus Committee;

and ultimately - the Council.

WANTIRNA CAMPUS CHAIR

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Wantirna Campus Chair with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Wantirna Campus Chair within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Wantirna Campus Chair

The main role of the Wantirna Campus Chair is to build and convene the Wantirna Campus Committee within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Swinburne Wantirna students. The Wantirna Campus Chair is directed by the Wantirna Campus Committee and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Wantirna Campus Chair must develop an awareness of the issues facing Swinburne Wantirna students, both on and off campus. The Wantirna Campus Chair represents Swinburne Wantirna students on University bodies and committees, as well as within the Student Union as a whole. The Wantirna Campus Chair also works closely with the President, Education Officer and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only Wantirna students may nominate and vote for the Wantirna Campus Chair position

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Secretariat

SSU Education Board

SSU Wantirna Campus Committee

SSU Remuneration Panel

Key Responsibilities of the Wantirna Campus Chair

1. to at all times be familiar with and abide by the SSU Constitution, Regulations and Policies;
2. to convene meetings of the Wantirna Campus Standing Committee (see constitution clause 36);
3. to liaise with senior staff of the Union (especially on the Wantirna campus) to ensure implementation of Union programs/policy/campaigns/plans on campuses;
4. to ensure that Cross-Campus office bearers are informed of times when their presence at the Wantirna campus would be useful and constructive;
5. to attend course representative meetings on their campus;
6. to promote student participation, services and activities at Wantirna;
7. to attend all Boards and Committees of which they are appointed/elected;
8. to be the immediate contact point of the Union with the University on Wantirna Campus, liaising regularly with the local University staff.

The Wantirna Campus Chair is accountable to and may be directed by:

In the first instance - Wantirna Campus Committee;

and ultimately - the Council.



POSTGRADUATE REPRESENTATIVE

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Postgraduate Representative with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Postgraduate Representative within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Postgraduate Representative

The main role of the Postgraduate Representative is to build and convene the Swinburne University Postgraduate Association (SUPA) within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Postgraduate students. The Postgraduate Representative is directed by the SUPA and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Postgraduate Representative must develop an awareness of the issues facing Postgraduate students, both on and off campus. The Postgraduate Representative represents Postgraduate students on University bodies and committees, as well as within the Student Union as a whole. The Postgraduate Representative also works closely with the President and Education Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only Postgraduate students may nominate for this position

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council
SSU Education Board
SSU Secretariat
Swinburne University Postgraduate Association

Key Responsibilities of the Postgraduate Representative

1. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
2. Responsible to represent their constituency at the Council
3. To ensure that issues raised by their constituency are brought to the attention of the Council
4. To participate in the development of policy generally on all issues concerning the students of Swinburne
5. To attend the designated Council meetings, and other Boards and Committees of the university to which the person is elected or appointed
6. To canvas issues widely and consult with as many students as possible, particularly the constituency they represent, on issues or policy that affects the student population
7. To participate on sub committees or within specially created portfolios on issues as they arise from time to time.
8. To encourage student participation in all activities associated with the Union, and promote its services amongst the student population
9. Encourage the formation of their constituency and/or network with existing groups
10. SUPA, the Swinburne University Postgraduate Association, is solely responsible for all matters that specifically pertain to postgraduates. The Postgraduate Representative on SSU Council, once elected, is automatically a member of the SUPA executive committee, with full voting rights thereof. This position is then a liaison officer between SUPA and SSU.

The Postgraduate Representative is accountable to and may be directed by:

In the first instance - SUPA;
and ultimately - the Council.



PATHWAYS AND VOCATIONAL EDUCATION REPRESENTATIVE

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected TAFE/Apprentice & Traineeship Representative with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the TAFE/Apprentice & Traineeship Representative within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the TAFE/Apprentice & Traineeship Representative

The main role of the TAFE/Apprentice & Traineeship Representative is to build and convene the TAFE/Apprentice & Traineeship Collective within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of TAFE/Apprentice & Traineeship students. The TAFE/Apprentice & Traineeship Representative is directed by the TAFE/Apprentice & Traineeship Representative Collective and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The TAFE/Apprentice & Traineeship Representative must develop an awareness of the issues facing TAFE/Apprentice & Traineeship Representative students, both on and off campus. The TAFE/Apprentice & Traineeship Representative represents TAFE/Apprentice & Traineeship Representative students on University bodies and committees, as well as within the Student Union as a whole. The TAFE/Apprentice & Traineeship Representative also works closely with the President and Education Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only TAFE/Apprentice & Traineeship students may nominate for this position

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Education Board

SSU Pathways and Vocational Education Collective

Key Responsibilities of the TAFE/Apprentice & Traineeship Representative

1. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
2. Responsible to represent their constituency at the Council
3. To ensure that issues raised by their constituency are brought to the attention of the Council
4. To participate in the development of policy generally on all issues concerning the students of Swinburne
5. To attend the designated Council meetings, and other Boards and Committees of the university to which the person is elected or appointed
6. To canvas issues widely and consult with as many students as possible, particularly the constituency they represent, on issues or policy that affects the student population
7. To participate on sub committees or within specially created portfolios on issues as they arise from time to time.
8. To encourage student participation in all activities associated with the Union, and promote its services amongst the student population
9. Encourage the formation of their constituency and/or network with existing groups.

The TAFE/Apprentice & Traineeship Representative is accountable to and may be directed by:

In the first instance - the Pathways and Vocational Education Collective;
and ultimately - the Council.

INTERNATIONAL

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected International Representative with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the International Representative within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the International Representative

The main role of the International Representative is to build and convene the Swinburne International Student Association (SISA) within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of International Representative. The International Representative is directed by the SISA and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The International Representative must develop an awareness of the issues facing International students, both on and off campus. The International Representative represents International students on University bodies and committees, as well as within the Student Union as a whole. The International Representative also works closely with the President, Education Officer and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only International students may for this position

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Secretariat

Swinburne International Students Association

Key Responsibilities of the International Representative

1. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
2. Responsible to represent their constituency at the Council
3. To ensure that issues raised by their constituency are brought to the attention of the Council
4. To participate in the development of policy generally on all issues concerning the students of Swinburne
5. To attend the designated Council meetings, and other Boards and Committees of the university to which the person is elected or appointed
6. To canvas issues widely and consult with as many students as possible, particularly the constituency they represent, on issues or policy that affects the student population
7. To participate on sub committees or within specially created portfolios on issues as they arise from time to time.
8. To encourage student participation in all activities associated with the Union, and promote its services amongst the student population
9. Encourage the formation of their constituency and/or network with existing groups.

The International Representative is accountable to and may be directed by:

In the first instance - SISA;

and ultimately - the Council.



DISABILITY SUPPORT OFFICER

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Disability Support Representative with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Disability Support Representative within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Disability Support Representative

The main role of the Disability Support Representative is to build and convene the Students with Disabilities Collective within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Students with Disabilities. The Disability Support Representative is directed by the Students with Disabilities Collective and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Disability Support Representative must develop an awareness of the issues facing Students with Disabilities, both on and off campus. The Disability Support Representative represents Students with Disabilities Collective on University bodies and committees, as well as within the Student Union as a whole. The Disability Support Representative also works closely with the President and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Students with Disabilities Collective

Key Responsibilities of the Disability Support Representative

1. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
2. Responsible to represent their constituency at the Council
3. To ensure that issues raised by their constituency are brought to the attention of the Council
4. To participate in the development of policy generally on all issues concerning the students of Swinburne
5. To attend the designated Council meetings, and other Boards and Committees of the university to which the person is elected or appointed
6. To canvas issues widely and consult with as many students as possible, particularly the constituency they represent, on issues or policy that affects the student population
7. To participate on sub committees or within specially created portfolios on issues as they arise from time to time.
8. To encourage student participation in all activities associated with the Union, and promote its services amongst the student population
9. Encourage the formation of their constituency and/or network with existing groups.

The Disability Support Representative is accountable to and may be directed by:

In the first instance - the Students with Disabilities Collective;

and ultimately - the Council.



ENVIRONMENT & SUSTAINABILITY OFFICER

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Environment & Sustainability Officer with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Environment & Sustainability Officer within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Environment Representative

The main role of the Environment & Sustainability Officer is to build and convene the Environment & Sustainability Collective within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Environmentalist at Swinburne University. The Environment & Sustainability Officer is directed by the Environment & Sustainability Collective and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Environment & Sustainability Officer must develop an awareness of the issues facing Environment, both on and off campus. The Environment & Sustainability Officer represents Swinburne students on University bodies and committees, as well as within the Student Union as a whole. The Environment & Sustainability Officer also works closely with the President and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Environment & Sustainability Collective

Key Responsibilities of the Environment Representative

1. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
2. Is responsible for liaison with the relevant Union staff about significant environmental issues as they relate to and affect the students of the University
3. Will report regularly to the Council on environmental issues
4. Will develop and recommend to Council, in consultation with the student body, the adoption of policies pertaining to environmental issues.
5. Is to raise the awareness of environmental issues within the student body and to develop within the constituency/class representatives program action on environmental issues
6. Is to provide advice and support to campus committees and shall liaise with the relevant committee representatives on environmental issues
7. Is to actively promoting environmental awareness amongst the student body
8. Is to liaise with other bodies outside of the University on environmental issues and for reporting back to the student body on developments outside the University on environmental issues
9. Is to regularly attend at Boards and Committees of the university or outside bodies to which the representative is elected or appointed particularly those relevant to environmental issues at Swinburne
10. Will report regularly to Council and Secretariat on issues concerning the environment and will take direction from the Council on environmental issues
11. Is to encourage the development of their constituency and/or network with existing groups

The Environment Representative is accountable to and may be directed by:

In the first instance – Environment Collective;
and ultimately - the Council.

INDIGENOUS REPRESENTATIVE

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Indigenous Representative with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Indigenous Representative within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Indigenous Representative

The main role of the Indigenous Representative is to build and convene the Indigenous Collective within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Indigenous students. The Indigenous Representative is directed by the Indigenous Collective and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Indigenous Representative must develop an awareness of the issues facing Indigenous students, both on and off campus. The Indigenous Representative represents Indigenous students on University bodies and committees, as well as within the Student Union as a whole. The Indigenous Representative also works closely with the President and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only students who identify as Aboriginal or Torres Strait Islander may nominate for the Indigenous Representative position

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Indigenous Collective

Key Responsibilities of the Indigenous Representative

1. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
2. Keep informed about issues relating to the rights and interests of Indigenous students of the University.
3. Act as a contact point for Indigenous students
4. Ensure that the Union is aware of issues relating to the rights and interests of Indigenous students at the University
5. Liaise with the Indigenous support staff of the University.
6. Developing policy relating to the rights and interests of Indigenous students of the University
7. Consult with Indigenous students at Swinburne, and liaise with relevant outside organisation with regards to the rights and interests of Indigenous students at Swinburne
8. Encourage the formulation of their constituency and/or network with existing groups.

The Indigenous Representative is accountable to and may be directed by:

In the first instance – Indigenous Collective;
and ultimately - the Council.

QUEER REPRESENTATIVE

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Queer Representative with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Queer Representative within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Queer Representative

The main role of the Queer Representative is to build and convene the Queer Collective within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Queer students. The Queer Representative is directed by the Queer Collective and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Queer Representative must develop an awareness of the issues facing Queer students, both on and off campus. The Queer Representative represents Queer students on University bodies and committees, as well as within the Student Union as a whole. The Queer Representative also works closely with the President and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only students who identify as Queer may nominate and vote for this position

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Queer Collective

Key Responsibilities of the Queer Representative

1. Is to consult with the student body regarding sexuality/queer issues as they affect education as well as matters of interest/importance to students
2. Is to develop policy in consultation with students regarding sexuality/queer issues for recommendation to Council.
3. Is to implement policies of the Union on sexuality/queer issues.
4. Is the Union's spokesperson on sexuality/queer issues.
5. Ensure that 'Queer only spaces' are maintained on each campus
6. Is to report regularly to Council on sexuality/queer issues and where appropriate take direction from Council on sexuality/queer issues.
7. Is responsible for liaison with relevant Union staff about sexuality/queer issues as they relate to and affect the general staff population of the University.
8. Is to provide information to, and co-ordinating of relevant representatives on campus standing committees.
9. Is to liaise with appropriate University staff on sexuality/queer issues.
10. Is to liaise with outside organisations concerning sexuality/queer issues.
11. Is to attend boards and committees associated with sexuality/queer issues as well as any other nominated boards and committees.
12. Is to encourage the formulation of their constituency and/or network with existing or new groups.
13. Is to liaise with existing networks/clubs on campuses in respect to sexuality and/or queer issues

The Queer Representative is accountable to and may be directed by:

In the first instance - the Queer Collective;
and ultimately - the Council.

WOMEN'S REPRESENTATIVE

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Women's Representative with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Women's Representative within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Women's Representative

The main role of the Women's Representative is to build and convene the Women's Collective within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of Women's at Swinburne University. The Women's Representative is directed by the Women's Collective and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted.

The Women's Representative must develop an awareness of the issues facing female students, both on and off campus. The Women's Representative represents female students on University bodies and committees, as well as within the Student Union as a whole. The Women's Representative also works closely with the President and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Nomination and Voting: Only students who identify as female may nominate and vote for this position

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Women's Collective

Key Responsibilities of the Women's Representative

1. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
2. Consults with women students regarding issues that affect women's education and other issues of importance to women
3. Reports to the general student population on matters of importance/interest to women
4. Develops policy in consultation with women students regarding women's issues for recommendation to Council
5. Will implement and review the policies of the Union on women's issues
6. Is the Union's spokesperson on women's issues (and shall consult the President with regards to public statements)
7. Ensure that 'women only spaces' are maintained on each campus
8. Is to provide information to, coordinating of (and working in consultation with) women's representatives on all campus standing committees
9. Is to report regularly to Council on women's issues and where appropriate take direction from Council on women's issues
10. Is to liaise with the relevant Union staff about significant women's issues as they relate to and affect women students and the general student population of the University
11. Is to liaise with appropriate University department on women's issues
12. Is to liaise with outside organisations concerning women's issues
13. Is to attend at Boards and Committees associated with women's issues as well as any other nominated Boards and Committees that they may be appointed to.
14. Is to encourage the formulation of their constituency and/or network with existing groups

The Women's Representative is accountable to and may be directed by:

In the first instance - the Women's Collective;

and ultimately - the Council.



CLUBS OFFICER

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Clubs Officer with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Clubs Officer within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Clubs Officer

The main role of the Clubs Officer is to liaise with Clubs and Clubs representatives on campus and ensure that Clubs and the students within have the best experience possible. The Clubs Officer is responsible for any expenditure relating to Clubs and that all financial transactions are appropriately approved and minuted.

The Clubs Officer must continually work to improve the services provided to and for clubs at Swinburne and work to increase the number and variety of clubs. The Clubs Officer also works closely with primarily the President but also the Education Officer and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

Key Responsibilities of the Clubs Officer

1. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
2. to liaise with clubs and their representatives regarding their issues;
3. to implement and review the policies of the Union on Club issues;
4. to provide useful tips, guides and assistance for clubs in their administration, training and management
5. to establish and help maintain a club affiliation package and process;
6. to encourage student participation on Swinburne Clubs;
7. to encourage staff support of Swinburne Clubs;
8. to provide and work towards further Clubs resources and facilities;
9. Is to speak on behalf of clubs at SSU meetings and report on clubs;
10. Is to attend all Boards and Committees that they may be appointed to.

The Clubs Officer is accountable to and may be directed by:
Ultimately - the Council.



EDUCATION ACADEMIC AFFAIRS

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Education Academic Affairs Officer with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Education Academic Affairs Officer within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Education Academic Affairs Officer

The main role of the Education Academic Affairs Officer is to provide advice and feedback on academic matters within Swinburne University on an institutional level.

It is expected the Education Academic Affairs Officer will keep themselves aware of changes within the University and ensuring that students are well represented and considered. The Education Academic Affairs Officer also works closely with the President and Education Officer in any campaigns the Student Union is running and with other office bearers as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Education Board (If Appointed)

Key Responsibilities of the Education Officer

1. to at all times be familiar with and abide by the SSU Constitution, Regulations and Policies;
2. to inform the general student population of matters concerning their education within the University;
3. to consult with the general student population regarding educational matters within the University;
4. to encourage and participate in the development of SSU policy in educational matters which affect students;
5. to provide information to and working in consultation with education representatives on all campus standing committees;
6. to liaise with the NTEU on campus;
7. to liaise with the Student Rights Officers and relevant Union staff about on campus education issues as they relate to and affect students of the University;
8. to attend all Boards and Committees to which they are appointed/elected;
9. is responsible for the assisting the implementation of Union policy regarding educational issues.

The Education Academic Affairs Officer is accountable to and may be directed by:
Ultimately - the Council.



EDUCATION PUBLIC AFFAIRS

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected Education Public Affairs Officer with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the Education Public Affairs Officer within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the Education Public Affairs Officer

The main role of the Women's Representative is to build and convene the Education Action Network within Swinburne University, and to coordinate and resource campaigns that support the interests and concerns of students by campaigning and lobbying on external education issues such as those relating to Government changes. The Education Public Affairs Officer is directed by the Education Action Network and is responsible for any expenditure with their portfolio and to ensure that all financial transactions are appropriately approved and minuted

It is expected the Education Public Affairs Officer will keep themselves aware of changes within the tertiary and wider education sectors and ensuring that Swinburne student voices are well heard. The Education Public Affairs Officer also works closely with the President and Education Officer in any campaigns the Student Union is running and with other office bearers as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

SSU Education Action Network

SSU Education Board (If Appointed)

Key Responsibilities of the Education Officer

1. to at all times be familiar with and abide by the SSU Constitution, Regulations and Policies;
2. to inform the general student population of matters concerning their education within the tertiary and education sectors;
3. to consult with the general student population regarding educational matters outside the University;
4. to encourage and participate in the development of SSU policy in educational matters which affect students;
5. to provide information to and working in consultation with education representatives on all campus standing committees;
6. for convening and chairing the Education Action Network
7. to liaise with other student representatives on other campuses;
8. to liaise with the Student Rights Officers and relevant Union staff about on campus education issues as they relate to and affect students of the University;
9. to attend all Boards and Committees to which they are appointed/elected;
10. is responsible for the assisting the implementation of Union policy regarding educational issues.

The Education Public Affairs Officer is accountable to and may be directed by:

In the first instance - the Education Action Network

and ultimately - the Council.



GENERAL REPRESENTATIVE

Role and Key Responsibilities

Introduction

The aim of this document is to provide the elected General Representative with a summary of what is required to be an effective student representative in this position. It is divided into sections. The first gives a description of the role of the General Representative within the Swinburne Student Union. The second gives more detailed information about what the key responsibilities of the position are. Note: That the responsibilities are not in any particular order of importance.

Role of the General Representative

The main role of the General Representative is to provide an extra voice on the Student Union Council. Without a set portfolio, General Representatives are able to support the other representatives or take on projects of their own.

It is expected at times that portfolios may need to be assigned to General Representatives on certain matters that require specific attention. The General Representative is accountable to the President. The General Representative also works closely with the President, Education Officer and Welfare Officer in any campaigns the Student Union is running and with other office bearers as required.

Term of Office: 1st of January to the 31st of December of that year

Regular Meetings

SSU Council

Key Responsibilities of the General Representative

11. At all times to be familiar with and abide by the SSU Constitution, Regulations and Policies.
12. Is to communicate regularly with the students and speak their voice at meetings or when meeting as a student representative.
13. Use initiative to raise or highlight issues where they are observed or discovered.
14. Is to attend all Boards and Committees that they may be appointed to.

The General Representative is accountable to and may be directed by:
Ultimately - the Council.