



Role Descriptions and Responsibilities – Student Council

The main role of the Student Council is legal responsibility for the governance of DUSA, and as a result they maintain oversight of DUSA's services, governance, finance and administration. Student Council should be aware of the activities of the Campus Committees, as they must endorse their decisions as decisions of DUSA as a whole.

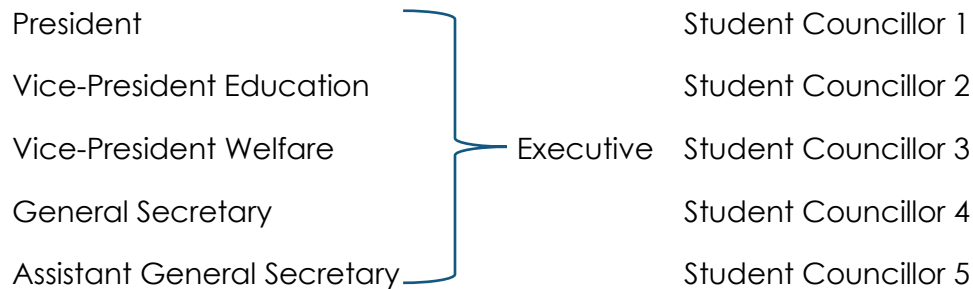
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Structure

Student Council



Burwood CC

Campus Coordinator

Accessibility & Online Students Rep

Clubs & Societies Rep

Events & Activities Rep

International Rep

People of Colour Rep

Postgraduate Rep

Queer Rep

Women's Re

Geelong CC

Campus Coordinator

Accessibility & Online Students Rep

Clubs & Societies Rep

Events & Activities Rep

International Rep

People of Colour Rep

Postgraduate Rep

Queer Rep

Women's Rep

Warrnambool CC

Campus Coordinator

Accessibility & Online Students Rep

Diversity & Belonging Rep

Equity Rep

Student Engagement Rep

Student Council

President

Role Description:

The specific responsibilities of the President are to:

- act as the primary spokesperson of DUSA;
- lead Student Council to develop the Strategic Plan for DUSA in conjunction with the Management Team;
- liaise directly with senior University staff, including the Vice-Chancellor, on matters of interest to students;
- chair general meetings and meetings of the Student Council and the Executive;
- consult with students on all relevant DUSA and University matters;
- engage with the student representatives in such a way as to encourage participation, foster teamwork and motivate performance and productivity;
- carry out the role of President in a way that makes DUSA and the work of the Student Council highly visible to the whole student body of the University, and consistently articulates the principles, vision and values that underpin DUSA's representation on behalf of students;
- carry out any other duty or task that enhances DUSA's effective representation of students and improves university life for students;
- sit in working groups and informal committees as required, to support the development and delivery of events;
- alongside the rest of Student Council, decide the policy of DUSA and ensure that all officers carry out their duties and responsibilities;
- alongside the rest of Student Council, be responsible for the expenditure and investment of funds of DUSA, the borrowings of DUSA and the setting of the budget of DUSA;
- work with the General Manager and staff on operational matters; and
- adhere to any other responsibilities and duties of the position of Student Councillor.



Vice President – Education

Role Description:

The specific responsibilities of the Vice President – Education are to:

- Represent DUSA on Academic Board
- act in place of the President when the President delegates ;
- act in place of the President when both the President and Vice President - Welfare are unavailable;
- liaise with bodies that can be of assistance in promoting an awareness of issues affecting the education of students in their life both inside and outside the University;
- actively consult students about issues that affect their education and participation in university life, and to report on the consultation to the Student Council;
- liaise with Student Councillors, Campus Coordinators and Student Representatives to encourage cross-campus collaboration;
- sit in working groups and informal committees as required, to support the development and delivery of events;
- alongside the rest of Student Council, decide the policy of DUSA and ensure that all officers carry out their duties and responsibilities;
- alongside the rest of Student Council, be responsible for the expenditure and investment of funds of DUSA, the borrowings of DUSA and the setting of the budget of DUSA;
- work with the Manager, Advocacy and Welfare on trends and issues arising from Advocacy cases; and
- actively participate in the selection of DUSA scholarship recipients; and
- adhere to any other responsibilities and duties of the position of Student Councillor.

Vice President – Welfare

Role Description:

The specific responsibilities of the Vice President – Welfare are to:

- act in place of the President when the President delegates ;
- act in the place of the President when both the President and Vice President - Education are unavailable;
- develop and maintain a knowledge of current student support issues, policies and services as they affect students;
- liaise with bodies that can be of assistance in promoting an awareness of issues affecting the welfare of students in their life, both inside and outside the University;
- actively consult students about issues that affect their education and participation in University life, and to report on the consultation to the Student Council;
- liaise with Student Councillors, Campus Coordinators and Student Representatives to encourage cross-campus collaboration,
- sit in working groups and informal committees as required, to support the development and delivery of events,
- alongside the rest of Student Council, decide the policy of DUSA and ensure that all officers carry out their duties and responsibilities;
- alongside the rest of Student Council, be responsible for the expenditures and investment of funds of DUSA, the borrowings of DUSA and the setting of the budget of DUSA;
- work with the Manager, Advocacy and Welfare on issues arising through Welfare cases;
- actively participate in the selection of DUSA scholarship recipients; and
- adhere to any other responsibilities and duties of the position of Student Councillor.



General Secretary

Role Description:

The specific responsibilities of the General Secretary are to:

- maintain strategic oversight of DUSA's services, governance, finances and administration, including approving all Student Council expenditure;
- chair general meetings and meetings of the Student Council, and the Executive when the President is not present or does not wish to chair;
- liaise with Student Councillors, Campus Coordinators and Student Representatives to encourage cross-campus collaboration, including attending all Campus Committee Meetings (shared responsibility with the Assistant General Secretary);
- sit in working groups and informal committees as required, to support the development and delivery of events;
- alongside the rest of Student Council, decide the policy of DUSA and ensure that all officers carry out their duties and responsibilities;
- alongside the rest of Student Council, be responsible for the expenditure and investment of funds of DUSA, the borrowings of DUSA and the setting of the budget of DUSA;
- work with the Executive Officer to review meeting minutes in a timely manner and approve for circulation within one week after the meeting;
- ensure all Student Councillors submit monthly reports 7 days prior to the respective meeting, monitor meeting attendance and receive leave of absence requests and pass on to Executive Officer in a timely manner;
- submit any agenda items to Executive Officer at least one week prior to monthly Student Council meeting;
- assist with any preliminary work as required prior to commencement of the annual elections;
- co-opt students to fill vacant Council or Representative positions that arise throughout the year;
- ensure Council and Representatives have provided hand-over documents prior to their end of term; and
- adhere to any other responsibilities and duties of the position of Student Councillor.



Assistant General Secretary

Role Description:

The specific responsibility of the Assistant General Secretary are to:

- assist and support the General Secretary, specifically in matters relating to strategic oversight of DUSA's services, governance, finances and administration;
- assist with maintaining oversight of DUSA's committees;
- liaise with Student Councillors, Campus Coordinators and Student Representatives to encourage cross-campus collaboration, including attending all Campus Committee Meetings (shared responsibility with the General Secretary);
- sit in working groups and informal committees as required, to support the development and delivery of events;
- alongside the rest of Student Council, decide the policy of DUSA and ensure that all officers carry out their duties and responsibilities;
- alongside the rest of Student Council, be responsible for the expenditure and investment of funds of DUSA, the borrowings of DUSA and the setting of the budget of DUSA; and
- adhere to any other responsibilities and duties of the position of Student Councillor and provide any other support as delegated by the General Secretary.



Student Councillor

Role Description:

- Foster a welcoming and inclusive environment for all students;
- Organise campaigns on issues that affect students;
- Assist students in identifying issues and receiving services to assist personal circumstances;
- Sit in Working Groups as required, as to support the development and delivery of events;
- Negotiate with senior university staff to ensure Deakin meets obligations to all students;
- Liaise with Student Councillors, Campus Coordinators and Student Representatives to encourage cross-campus collaboration;
- Sit in working groups and convene informal committees as required, to support the development and delivery of events;
- Alongside the rest of Student Council, decide the policy of DUSA and ensure that all officers carry out their duties and responsibilities;
- Alongside the rest of Student Council, be responsible for the expenditure and investment of funds of DUSA, the borrowings of DUSA and the setting of the budget of DUSA; and
- Adhere to any other responsibilities and duties of the position of Student Councillor.

Note: Any reference to 'Officer' in DUSA's Constitution or Regs refers to all Student Council members.

Key Responsibilities

Responsibilities and Duties of Officers

As specified by the DUSA Constitution and General Regulations all Student Councillors ("Officers") must act accordingly to ensure they uphold their obligations and maintain oversight and direction of the Campus Committees, this includes:

- As soon as practicable after being elected – read and become familiar with the Constitution and the Regulations,
- Act in the best interests of DUSA as a whole, putting those interests ahead of personal interests and the sectional interests of particular groups of students,
- Attend all meetings of the bodies of which they are members and prepare properly for those meetings, including reading the papers before the meeting,
- Support and implement the decisions of DUSA bodies of which they are members or to which they are accountable, even if they disagree with those decisions,
- Comply with the policies approved by the Student Council,
- Respond to all communication within 2 business days,
- Assist with, and attend (where possible) all major DUSA events throughout the term,
- Student Councillors are not authorised to speak on behalf of DUSA to any media or other organisations, unless authorised by the President or their nominee(s),
- Within one month of their election or appointment, submit for and hold a working with children check in compliance with the 'Working with Children Act' (2005) and update DUSA with changes to their status, and
- Liaise with students from all Faculties to gain understanding of issues affecting students.



Monthly Reports

Student Councillors are expected to submit a written report documenting their activities on a monthly basis. As per regulation 29.8, failure to submit 2 written reports to the Student Council Meeting at any time, constitutes immediate suspension of honorarium.

Student Councillors should provide detailed descriptions on their activities including:

- Student issues they have become aware of,
- Meetings and Working Groups they have attended within DUSA and the University,
- Projects undertaken, detailing progress and feedback from the project, and
- Any future plans they have during their term.

Projects and Proposals

Student Councillors may undertake projects to highlight student issues or fulfil student wishes to enhance the student experience.

Activities and proposals of Student Councillors that requires DUSA resources (including funds, assets, and staff labour), which are additional to the time and effort of the Student Representatives, require formal approval from the Student Council.

Approval for the expenditure of DUSA resources are done through submission of proposals to the monthly Student Council meeting. Proposals must preferably be made 6 to 8 weeks (subject to Student Council) before the delivery of the respective proposed project.

Proposals must include:

- a) Executive summary;
- b) Purpose/mission of project;
- c) Target audience/community;
- d) Staff involved/assisting (with their permission);
- e) Student Council sponsoring (with their permission);
- f) Stakeholders involved;
- g) Timeline of event delivery, and considerations of each stage;

- h) Budget;
- i) Desired outcome; and
- j) Method of evaluation.

Leave of Absence

Student Councillors are entitled to take a total of 2 months of leave during their term as per clause 57.1 of the Constitution.

This request must be submitted to the General Secretary (and copied to the Executive Officer) to be added to the monthly meeting agenda. It is up to the discretion of the Student Council to approve any leave of absence requested and submitted.

In unforeseen circumstances, a request for leave of absence may be approved via circular resolution of the Student Council as per clause 58 of the Constitution.

Honorarium

Officers are eligible to receive an honorarium throughout their term of office as outlined in the General Regulations clause 29.

Officers must comply and adhere to all responsibilities as failure to do so may result in suspension of honorarium as per regulation 29.8, unless further action is deemed appropriate by the Student Council.

Performance Review

After T1 O'Fest (around the 5-month mark of your term) you will undergo a performance review organised by the President and Vice-Presidents. These are mandatory and are simply to see how you are going and see if there's anything you need to improve on. Performance Reviews are nothing to be concerned about and are a really good chance to reflect on how you've performed in the first half of your term and ensure you have projects to work on for the rest of your term.

Handover

When your term is coming to an end, you are required to submit a handover which delves into your internal and external responsibilities throughout the year, the projects you've completed and projects you would like to handover. Even if you are

continuing in your role, you are still required to submit a handover document as it's an important accountability measure and allows you to reflect on your term. Failure to submit a handover document may result in forfeiture of your final honorarium payment for that term, as outlined in clause 29.10 of the General Regulations.

Working Groups & Informal Committees

To assist you in seeing all the working groups and informal committees available, here is a list of everything that's available. You can attend as many working groups as you would like, however some of the informal committees have exclusive attendees. Some informal committees are also encouraged to liaise with relevant clubs and invite a representative from the respective clubs to meetings when needed (listed as 'by invitation').

Student Councillors responsible for Informal Committees are required to report on the issues discussed or activities of their respective committee. This may be done either in writing or in an oral report at each monthly Student Council Meeting.

Working Groups

- **Orientation Working Groups** (T1, T2 & T3)
- **Wellness Week** (T1 & T2)
- **Pride Week** (T1)
- **UBelong Week** (T2)

Informal Committees may consist of:

- **Women of DUSA**
 - o Chair: Student Councillor
 - o Attendees: Student Representatives, Coordinators and Councillors identifying as women or non-binary
 - o By Invitation: A representative from each Women's Collective (if not already represented)
- **Education Committee**
 - o Chair: Vice President – Education
 - o Attendees: Postgrad Reps, Equity Reps and Academic Board Reps
 - o By Invitation: A representative from each Faculty-based society



- **Welfare Committee**
 - o Chair: Vice President - Welfare
 - o Attendees: Student Representatives/Coordinators from each campus committee
- **Accessibility Committee**
 - o Chair: Student Councillor
 - o Attendees: Accessibility Reps
- **Student Engagement Committee**
 - o Chair: Student Councillor
 - o Attendees: Student Engagement Reps, Clubs & Societies Reps, and Events & Activities Reps
- **Pride Committee**
 - o Chair: Student Councillor/Alternating Queer Reps
 - o Attendees: Student Representatives, Coordinators and Councillors identifying as women or non-binary
 - o By Invitation: A representative from each Queer Collective (if not already represented)
- **International Student Committee**
 - o Chair: Student Councillor/International Rep
 - o Attendees: All international student Student Representatives and Councillors
 - o By Invitation: A representative from each cultural club