



Role Descriptions and Responsibilities – Student Representatives

The role of the Student Representative is to contribute to the efforts of the campus committee by having specific oversight in the area of student life in which they are a representative of. The constitutional responsibility of the campus committee is to have oversight and direction on the activities of their campus, amongst representing the students of that campus in matters relating to that campus.

Table of Contents

- Structure**..... 2
 - Student Council..... 2
 - Campus Committees 2
- Role Descriptions**..... 3
 - Campus Coordinator 3
 - Accessibility and Services Representative 4
 - Clubs and Societies Representative..... 5
 - Diversity and Belonging Representative 6
 - Equity Representative..... 7
 - Events and Activities Representative 8
 - International Representative 9
 - People of Colour Representative..... 10
 - Post Graduate Representative 11
 - Queer Representative 12
 - Student Engagement Representative 13
 - Women’s Representative 14
- Key Responsibilities** 15
 - Responsibilities and Duties of Student Representatives..... 15
 - Monthly Reports 16
 - Projects and Proposals 16
 - Leave of Absence 17
 - Honorarium..... 18
 - Performance Review 18



Handover 18

Working Groups & Informal Committees 19

Working Groups..... 19

Informal Committees 19

Structure

Student Council

President	} Executive	Student Councillor 1
Vice-President Education		Student Councillor 2
Vice-President Welfare		Student Councillor 3
General Secretary		Student Councillor 4
Assistant General Secretary		Student Councillor 5

Burwood CC

- Campus Coordinator
- Accessibility & Services Rep
- Clubs & Societies Rep
- Events & Activities Rep
- International Rep
- People of Colour Rep
- Postgraduate Rep
- Queer Rep
- Women's Rep

Geelong CC

- Campus Coordinator
- Accessibility & Services Rep
- Clubs & Societies Rep
- Events & Activities Rep
- International Rep
- People of Colour Rep
- Postgraduate Rep
- Queer Rep
- Women's Rep

Cloud CC

- Campus Coordinator
- Accessibility & Services Rep
- Diversity & Belonging Rep
- Equity Rep
- Student Engagement Rep

Warrnambool CC

- Campus Coordinator
- Accessibility & Services Rep
- Diversity & Belonging Rep
- Equity Rep
- Student Engagement Rep



Role Descriptions

Campus Coordinator

Campus: Burwood, Geelong, Cloud & Warrnambool

Role Description:

- Convene and chair meetings of their Campus Committee at least once per calendar month (except January) to discuss student issues and the planning of events and campaigns,
- Ensure the effective performance of the Campus Committee,
- Engage with the student representatives consistently and encourage participation in events, committees and working groups,
- Encourage participation, foster teamwork, and motivate performance and productivity within the campus committee,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Carry out the role of Campus Coordinator in a way that makes DUSA and the work of the Campus Committee highly visible to the whole student body of that campus,
- Consistently articulate the principles, vision and values that underpin DUSA's representation on behalf of students,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments in relation to campus-based issues and events,
- Foster a welcoming and inclusive environment for all students,
- Receive and respond to student enquiries, and assist reps receiving student enquiries,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).

Note: Any reference to Student Representatives in DUSA's Constitution or Regs includes Campus Coordinators



Accessibility and Services Representative

Campus: Burwood, Geelong, Cloud & Warrnambool

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campaigns on accessibility issues that affect students,
- Organise campus events, and increase the awareness of services available to all students,
- Assist students in identifying issues and receiving services to assist personal circumstances,
- Receive student enquiries relating to accessibility within academic and social environments,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments in relation to accessibility issues and events,
- Liaise with the other Accessibility & Services Representatives to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Clubs and Societies Representative

Campus: Burwood & Geelong

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campus events, and increase the productivity of clubs and societies for all students,
- Receive student enquiries relating to Clubs and Societies,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Connect with club execs and assisting them with enquires and seeking DUSA resources,
- Liaise with the Student Engagement Department and relevant Deakin departments in relation to events and activities,
- Liaise with the other Clubs & Societies Representative, Student Engagement Representatives, and Events & Activities Representatives to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Diversity and Belonging Representative

Campus: Cloud & Warrnambool

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campaigns on diversity and belonging issues (women's, queer, international and POC) for all students,
- Organise campus events, with the aim to increase sense of community and belonging for all students,
- Assist students in identifying issues and receiving services to assist personal circumstances,
- Receive student enquiries relating to diversity and belonging,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments in relation to diversity and belonging issues and events,
- Liaise with the other Diversity & Belonging Reps to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Equity Representative

Campus: Cloud & Warrnambool

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise education equity campaigns on issues that affect students,
- Organise campus events, and increase the sense of equity among all students,
- Assist students in identifying issues and receiving services to assist personal circumstances,
- Receive student enquiries relating to equity within academic and social environments,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments in relation to academic equity issues and events,
- Liaise with the Vice-President Education, Postgraduate Reps and other Equity Reps to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Events and Activities Representative

Campus: Burwood & Geelong

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campus events and activities, with the aim to increase participation of the student community,
- Receive student enquiries relating to events and activities,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department and relevant Deakin departments in relation to events and activities,
- Liaise with the Clubs & Societies Representatives, Student Engagement Representatives & other Events & Activities Representative to encourage cross campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



International Representative

Campus: Burwood & Geelong

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campaigns on issues that affect international students,
- Organise campus events, and increase the sense of belonging for all international students,
- Assist students in identifying issues and receiving services to assist personal circumstances,
- Receive student enquiries relating to international issues within academic and social environments,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments in relation to international student issues and events,
- Liaise with the other International Representative to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



People of Colour Representative

Campus: Burwood & Geelong

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campaigns on diversity and belonging issues for all students,
- Organise campus events, with the aim to increase sense of community and belonging for all students,
- Assist students in identifying issues and receiving services to assist personal circumstances,
- Receive student enquiries relating to people of colour,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments in relation to people of colour issues and events,
- Liaise with the other People of Colour Representative to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Post Graduate Representative

Campus: Burwood & Geelong

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campaigns on issues that affect post graduate students,
- Organise campus events, and increase participation of post graduate students,
- Assist students in identifying issues and receiving services to assist personal circumstances,
- Receive student enquiries relating to post graduate issues within academic and social environments,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments in relation to postgraduate student issues and events,
- Liaise with the other People of Colour Representative to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Queer Representative

Campus: Burwood & Geelong

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campaigns on issues that affect queer students,
- Organise campus events, and increase participation of queer students,
- Assist students in identifying issues and receiving services to assist personal circumstances,
- Receive student enquiries relating to queer issues within academic and social environments,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments, such as Deakin Diversity & Belonging, in relation to queer student issues and events,
- Liaise with the other Diversity & Belonging Representatives and other Queer Representative to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Student Engagement Representative

Campus: Cloud & Warrnambool

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campus events and activities, with the aim to increase participation of the student community,
- Liaise with Clubs and Societies to increase student participation on and off campus,
- Receive student enquiries relating to student participation including events, activities and clubs,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department and relevant Deakin departments in relation to events and activities,
- Liaise with the Clubs & Societies Representatives, Events & Activities Representatives and other Student Engagement Representatives to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Women's Representative

Campus: Burwood & Geelong

Role Description:

- Foster a welcoming and inclusive environment for all students,
- Organise campaigns on issues that affect students who are women or identify as women,
- Organise campus events, and increase participation of women and women identifying students,
- Assist students in identifying issues and receiving services to assist personal circumstances,
- Receive student enquiries relating to women's issues within academic and social environments,
- Attend Campus Committee Meetings to discuss student issues and planning of events and campaigns,
- Liaise with the Student Engagement Department, SASS Department and relevant Deakin departments in relation to women's issues and events,
- Liaise with the other Diversity & Belonging Reps to encourage cross-campus collaboration,
- Sit in working groups and informal committees as required, to support the development and delivery of events,
- Adhere to the responsibilities and duties of the position of Student Representative, and
- Adhere to the direction as set by the Student Council (General Regulation 30.1).



Key Responsibilities

Responsibilities and Duties of Student Representatives

As specified by the DUSA Constitution and General Regulations all Student Representatives 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,
- Have oversight, enhance, and maintain (alongside with the Vice-President Welfare) DUSA and university safe spaces, especially those relating to that Student Representative,
- Assist with, and attend (where possible) all major DUSA events throughout the term,
- Contribute to the campus committee's delegated responsibilities, as outlined in clause 45.4 of the constitution, by having specific oversight and input of the area of student life in which that Student Representative is concerned with,
- Student Representatives 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 three months of their election or appointment – provide written confirmation of their intention to continue serving in the position(s) to which they have been elected or appointed and,



- Within four months 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.

Monthly Reports

Student Representatives are expected to submit a written report documenting their activities on a monthly basis. As per regulation 28.9, failure to submit 2 written reports to the Campus Committee at any time, constitutes immediate suspension of honorarium.

Student Representatives should provide detailed description 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 Representatives may undertake projects to highlight student issues or fulfil student wishes to enhance the student experience.

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

Approval for the expenditure of DUSA resources are done through submission of proposals to the monthly Campus Committee Meetings. 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.

The Campus Committee is responsible for creating a rough timeline and composition of events and activities for the duration of their terms, to accompany their committee budget.

The Campus Committee is responsible for the preparation of a committee budget, which should include provisions for both income and expenditure over the duration of their terms, in conjunction with Student Council, and DUSA staff.

Leave of Absence

Student Representatives 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 their Campus Committee Coordinator to be added to the monthly meeting agenda. It is up to the discretion of the Student Representative's respective campus committee 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 Representative's campus committee as per clause 58 of the Constitution.



Honorarium

Student Representatives as per regulation 28.4 are eligible to receive an honorarium throughout their term.

Student Representatives should endeavour to fulfil approximately 4 hours/week in line with the amount they are eligible to receive in honoraria.

Campus Coordinators should endeavour to fulfil approximately 10 hours/week in line with the amount they are eligible to receive in honoraria.

Student Representatives must comply and adhere to all responsibilities as failure to do so may result in suspension of honorarium as per regulation 28.7, 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 your Campus Coordinator (for Student Representatives) or by the General Secretary/Assistant General Secretary (for Campus Coordinators). 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 stressed about, but 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.



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

- **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**



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