



Student Council Members Roles and Duties Regulations

Flinders University Student Association Approved 23/10/2017

This regulation specifies the duties of the office bearers of the Association and the Student Council members with a portfolio as specified in Clauses 9.1 and 9.2 of the Constitution.

1. The President shall:

- a) be the official spokesperson of students and the Student Council and make representations on behalf of students to the University, media, governments, and external organisations;
- b) Chair the Student Council;
- c) communicate the activities of the Student Council to students, using any means he/she considers appropriate;
- d) provide the Council with a written report of his/her activities as President at each meeting of the Student Council;
- e) provide assistance to Student Council Members and office bearers as required;
- f) be responsible for the implementation and coordination of the Student Council's education campaigns;
- g) Be available for consultation in their office on campus as often as practicable;
- h) organise and attend at least four university wide student forums annually to receive feedback from students about FUSA and the University;
- i) Spend at least the equivalent of thirty (30) hours each week performing these duties; and
- j) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

2. The General Secretary shall be responsible for:

- a) all monies of the Association;
- b) maintaining the financial records of the Association;
- c) keeping a register of all assets held by the Association;
- d) the preparation of an annual budget for the Association;
- e) the presentation of a financial report to each meeting of the Student Council meeting and the Annual General Meeting;
- f) Provide the Student Council with a written report of his/her activities as General Secretary at each meeting of the Student Council.
- g) calling all General Meetings of members;
- h) being responsible for the inward and outward correspondence of the Association;
- i) maintaining up to date records of the Association's membership including contact details for members;
- j) Chair meetings of the Clubs and Societies Collective;
- k) Chair the First Year Collective;
- l) Spend at least the equivalent of ten (10) hours each week performing these duties; and



- m) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

3. Education Officer shall:

- a) chair the Student Representative Network;
- b) be responsible for the coordination and implementation of the Student Council's education campaigns as directed by the Student Council and in cooperation with the President;
- c) promote and facilitate student activity on education related issues;
- d) develop education campaign proposals for consideration by the Student Council;
- e) liaise with local, national and international organisations working on education issues;
- f) provide the Student Council with a written report of his/her activities as Education Officer at each meeting of the Student Council;
- g) Spend the equivalent of at least three (3) hours a week performing these duties; and
- h) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

4. Women's Officer shall:

- a) identify as a woman;
- b) act as an advocate on behalf of women students;
- c) be the spokesperson of women students;
- d) ensure that women students are referred to relevant campus or non-campus services in relation to personal and academic matters;
- e) liaise and network with other women's organisations and bodies on campus and outside of the University;
- f) be responsible for the coordination and implementation of campaigns on issues of importance to women students;
- g) provide the Student Council with a written report of her activities as Women's Officer at each meeting of the Student Council;
- h) Chair the Women's Collective;
- k) liaise with the Women's Action Group, comprising of women students;
- l) Spend the equivalent of at least three (3) hours a week performing these duties; and
- m) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

5. Welfare Officer shall:

- a) liaise and network with State and National welfare and community sector groups and peak bodies;



- b) be responsible for the coordination and implementation of the Student Council's welfare campaigns, as directed by the Student Council;
- c) Chair the Welfare Collective;
- d) Chair the External and Regional Collective;
- e) provide the Student Council with a written report of his/her activities as Welfare Officer at each meeting of the Student Council;
- f) Spend the equivalent of at least three (3) hours a week performing these duties; and
- g) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

6. Queer Officer shall:

- a) identify as Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex or Queer (GBLTTIQ);
- b) act as an advocate on behalf of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GLBTTIQ) students;
- c) recognise the importance of sexual and gender diversity and seek to be inclusive of all members of the Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) community;
- d) liaise and network with other organisations that provide support to and representation for Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer identifying people;
- e) be responsible for the coordination and implementation of campaigns on issues of importance to Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) identifying students;
- f) Chair the Queer Collective
- g) communicate the views of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer students to the Student Council;
- h) provide the Student Council with a written report of their activities as Queer Officer at each meeting of the Student Council;
- i) liaise with the Queer Action Group, comprising of Gay, Lesbian, Bisexual, Transgender, Transsexual, Intersex and Queer (GBLTTIQ) identifying students;
- j) Spend the equivalent of at least three (3) hours a week performing these duties; and
- k) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

7. Postgraduate Students Officer shall:

- a) be a Postgraduate student;
- b) collect and provide information on the needs of Postgraduate students to the Student Council;
- c) liaise with other bodies that provide representation and, personal and academic support to Postgraduate students;



- d) be responsible for the coordination and implementation of campaigns on issues of importance to Postgraduate students;
- e) provide the Student Council with a written report of his/her activities as Postgraduate Officer at each meeting of the Student Council;
- f) chair the Postgraduate Students Collective comprising of Postgraduate students;
- g) communicate the activities of the Student Council to the Postgraduate Students Sub-Committee;
- h) Spend the equivalent of at least three (3) hours a week performing these duties; and
- i) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

8. International Students Officer shall:

- a) be an International student;
- b) collect and provide information on the needs of international students to the Student Council;
- c) liaise with other bodies that provide representation and, personal and academic support to International students;
- d) be responsible for the coordination and implementation of campaigns on issues of importance to International students;
- e) provide the Student Council with a written report of his/her activities as International Students Officer at each meeting of the Student Council;
- f) chair the International Students Collective comprising of International students;
- g) communicate the activities of the Student Council to the International Students Sub-Committee;
- h) Spend the equivalent of at least three (3) hours a week performing these duties; and
- i) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

9. Indigenous Students Officer shall:

- a) identify as Indigenous/Aboriginal or Torres Strait Islander;
- b) advocate on behalf of Indigenous students on campus;
- c) liaise and network with other organisations that provide support to and representation for indigenous people;
- d) be responsible for the coordination and implementation of campaigns on issues of importance to Indigenous students;
- e) Chair the First Nations Collective;
- f) communicate the views of Indigenous students to the Student Council;
- g) provide the Student Council with a written report of his/her activities as Indigenous Officer at each meeting of the Student Council;
- h) liaise with Yungorrendi, First Nations Centre for Higher Education and Research
- i) Spend the equivalent of at least three (3) hours a week performing these duties; and



- j) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

10. Environment Officer shall:

- a) be responsible for the coordination and implementation of the Council's environment campaigns as directed by the Student Council;
- b) promote and facilitate student activity on environmental issues;
- c) develop environmental campaign proposals for consideration by the Student Council;
- d) Chair the Environment Collective;
- e) liaise and network with Flinders University, State and National environment groups;
- f) provide the Student Council with a report of his/her activities as Environment Officer at each meeting of the Student Council;
- g) Spend the equivalent of at least three (3) hours a week performing these duties; and
- h) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

11. The Social Activities Officer shall:

- a) be responsible for the ongoing organization and management of the activities deemed 'social' rather than political that are run under FUSA's name
- b) Chair the Social Activities Collective
- c) review, change and add to the FUSA Social Calendar as they seem fit, with the approval of Student Council
- d) be the contact point for FUSA members conducting campaigns with a social aspect
- e) utilize the other council members, in particular the Ordinary Members of Council to ensure successful events are conducted
- f) provide the Student Council with a written report of his/her activities as Social Activities Officer at each meeting of the Student Council;
- g) Spend the equivalent of at least three (3) hours a week performing these duties; and
- h) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

12. The Accessibility Officer shall:

- a) advocate for students who live with a disability
- b) Chair the Accessibility Collective
- c) advise the Student Council on any practice that may be deemed ablest, or may discourage those living with disabilities from joining or attending FUSA events



- d) run campaigns and work with similar advocacy groups, university staff, or others to ensure the best interests of students living with disabilities is taken into account
- e) provide the Student Council with a written report of his/her activities as Abilities Officer at each meeting of the Student Council;
- f) Spend the equivalent of at least three (3) hours a week performing these duties; and
- g) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

13. The Mature Age Officer shall:

- a) identify as a mature age student;
- b) act as an advocate on behalf of mature age students;
- c) be the spokesperson of mature age students;
- d) ensure that mature age students are referred to relevant campus or non-campus services in relation to personal and academic matters;
- e) liaise and network with other mature age's organisations and bodies on campus and outside of the University;
- f) be responsible for the coordination and implementation of campaigns on issues of importance to mature age students;
- g) provide the Student Council with a written report of their activities as Mature Age Officer at each meeting of the Student Council;
- h) Spend the equivalent of at least three (3) hours a week performing these duties; and
- i) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.

14. The Ordinary Council Members shall:

- a) assist office bearers in carrying out their duties;
- b) communicate the activities of the Student Council to the general student population;
- c) participate in Student Council activities and events;
- d) participate in at least one student campus Action Group/Collective or Sub-Committee
- e) ensure that they make themselves aware of relevant information relating to Student Council matters;
- f) Spend the equivalent of at least two (2) hours a week performing these duties; and
- g) As a formal part of Student Council handover, provide incoming council members, particularly direct successors, with a written handover report. The report shall outline initiatives undertaken, successes and challenges in the role, key relationships built and recommendations for the future. This report will be provided to incoming council members at the Student Council Induction.