



# Student Council Member Roles and Duties Regulations

*As ratified 2<sup>nd</sup> September 2019*

## Table of Contents

1. Preamble .....	1
2. Definitions .....	1
2. Student President .....	2
3.0 General Secretary .....	3
4.0 Education Officer .....	4
5.0 Women’s Officer .....	5
6.0 Welfare Officer .....	6
7.0 Postgraduate Students Officer .....	6
8.0 International Students Officer .....	7
9.0 Queer Officer .....	8
10. Indigenous Students Officer .....	8
11. Environment Officer .....	9
12. Disabilities Officer .....	10
13. Social Activities Officer .....	10
14. Mature Age Students Officer .....	11
15. General Council Members .....	12

## 1. Preamble

Student Council has established Regulations contained herein to specify the roles and duties that are expected of each voting member of the Student Council under Clause 10.4 of the Constitution

## 2. Definitions

2.1 In these regulations:

- “**Association**” refers to the Flinders University Student Association;



FLINDERS UNIVERSITY STUDENT ASSOCIATION  
Student Council Member Roles and Duties Regulations  
Last Amended 02/09/2019

- “**Affiliated Clubs**” refers to Clubs that have been registered and affiliated with the Flinders University Student Association under FUSA Club & Association Regulations;
- “**Clubs & Events Officer**” refers to the designated officer responsible for the management of the Flinders University Student Association Clubs program;
- “**Constitution**” refers to the Flinders University Student Association as approved by University Council;
- “**Executive Committee**” refers to the committee outlined in Clause 12.1 of the Flinders University Student Association Constitution;
- “**Events & Projects Officer**” refers to the designated officer responsible for the planning, coordinating and delivering of a diverse and broad range of student driven social and cultural events and activities through the Association, and other stakeholders across Flinders University;
- “**International Student**” refers to an enrolled student who is studying at a campus located within Australia and holds a temporary entry visa or otherwise deemed to be an International Student by the University;
- “**Manager, Student Engagement**” refers to the person employed by the University responsible for ensuring open and effective communication and liaison between the University, the Association and students;
- “**Postgraduate Student**” is a student who is enrolled in a course of study defined by the University as a postgraduate award;
- “**Student Representation and Development Officer**” refers to the designated officer responsible for managing and growing student representation across Flinders University;
- “**Student**” refers to any enrolled student of the University, whether that person is enrolled as a full time, part time or external student;
- “**Student Council**” refers to the governing body of the Association;
- “**University**” refers to the Flinders University of South Australia;
- “**University Council**” means the peak governing body of the University, as defined by the *Flinders University of South Australia Act, 1966 (SA)*.

## 2. Student President

2.1 The Student President shall:

- a) be the official spokesperson of students and the Association, and make representations on behalf of students to the University, Media, Governments, and external organisations;
- b) chair Student Council Meetings, Executive Committee Meetings, General Meetings and the Annual General Meeting of the Association;
- c) act as a voting member of Academic Senate and the Education Quality Committee Meeting on behalf of Student Council;
- d) determine the time and location of Student Council Meetings;
- e) communicate the activities of Student Council to the student body, using any means they consider appropriate;
- f) be available for consultation in their office on campus as often practicable;
- g) advise the General Secretary of when to provide notice of Student Council Meetings;



- h) support the Education Officer in the coordination and implantation of initiatives and campaigns of the Association regarding University policy and/or Higher Education legislation;
    - i) aid the other members of Student Council as required.
- 2.2 To adequately perform these duties the Student President shall dedicate at least the equivalent of thirty (30) hours each week to their role.
- 2.3 To ensure public exposure of the Association and adequate scrutiny of their role, the President shall:
  - a) provide Student Council with a written or oral report of their activities as Student President at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Student President within one (1) week of the Student Council Meeting
- 2.4 To ensure continuity of the role and continued growth of the Association, the Student President shall:
  - a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - b) provide a handover report to the incoming Student President at a time and format in agreeance to both incoming and outgoing Student President's prior to the Student Council Induction

### 3.0 General Secretary

- 3.0 The General Secretary shall:
  - a) be responsible for and maintain financial records of all monies and assets of the Association;
  - b) be responsible for and maintain up to date records of the Association's membership, including contact details for members;
  - c) sit on the Executive Committee and FUSA Club Pool Funding Panel;
  - d) upon advice of the Student President, provide notice of Student Council Meetings;
  - e) collate agenda and appendix items for circulation prior to each Student Council Meeting;
  - f) prepare an annual budget for the Association;
  - g) present a financial report of the Association to each Student Council Meeting and the Annual General Meeting;
  - h) call General Meetings of the Association;
  - i) consider registration, affiliation, and renewal applications of clubs and associations in conjunction with the Manager, Student Engagement (or delegate), Clubs and Events Officer (or delegate), or Education Officer (or delegate), where appropriate;
  - j) present consideration of regulation reform of the Association to Student Council when deemed necessary or directed by Student Council;
  - k) coordinate or cooperate with the FUSA Clubs Support and Development Group, or equivalent Affiliated Clubs, in any capacity they deem appropriate.



- 3.2 To adequately perform these duties the General Secretary shall dedicate at least the equivalent of ten (10) hours each week to their role.
- 3.3 To ensure public exposure of the Association and adequate scrutiny of their role, the General Secretary shall:
  - a) provide Student Council with a written or oral report of their activities as General Secretary at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as General Secretary within one (1) week of the Student Council Meeting
- 3.4 To ensure continuity of the role and continued growth of the Association, the General Secretary shall:
  - a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - b) provide a handover report to the incoming General Secretary at a time and format in agreeance to both incoming and outgoing General Secretary's prior to the Student Council Induction

## 4.0 Education Officer

- 4.1 The Education Officer shall:
  - a) be responsible for the coordination and implementation of the Association's education campaigns, with the support of the Student President, as directed by Student Council;
  - b) sit on the Executive Committee;
  - c) promote and support student representation within the University;
  - d) liaise with local, national, and international organisations working on education issues;
  - e) provide advice to the General Secretary regarding Academic Association applications and reviews;
  - f) liaise with and support Academic Associations to improve their representation of, and advocacy for, the students they represent
  - g) act as a member of Academic Senate, the Education Quality Committee, and the Retention Working Group on behalf of Student Council;
  - h) represent the Association on any working groups for education related policies
  - i) collaborate with Student Assist to provide feedback on draft university policies
  - j) coordinate or cooperate with the FUSA Education Action Committee and FUSA Student Representation Network, or equivalent Affiliated Clubs, in any capacity they deem appropriate
- 4.2 To adequately perform these duties the Education Officer shall dedicate at least the equivalent of ten (10) hours each week to their role.
- 4.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Education Officer shall:
  - a) provide Student Council with a written or oral report of their activities as Education Officer at each Student Council Meeting; or



- b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Education Officer within one (1) week of the Student Council Meeting
- 4.4 To ensure continuity of the role and continued growth of the Association, the Education Officer shall:
- a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - b) provide a handover report to the incoming Education Officer at a time and format in agreeance to both incoming and outgoing Education Officer's prior to the Student Council Induction

## 5.0 Women's Officer

- 5.1 The Women's Officer shall
- a) identify as a woman
  - b) be the Association's spokesperson regarding issues of importance to women students;
  - c) be responsible for the coordination and implementation of campaigns on issues of importance students who identify as women;
  - d) ensure that women students are referred to relevant campus or non-campus services in relation to personal and academic matters;
  - e) coordinate or cooperate with the FUSA Women's Collective, or equivalent Affiliated Clubs, in any capacity they deem appropriate
- 5.2 To adequately perform these duties the Women's Officer shall dedicate at least the equivalent of three (3) hours each week to their role.
- 5.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Women's Officer shall:
- a) provide Student Council with a written or oral report of their activities as Women's Officer at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Women's Officer within one (1) week of the Student Council Meeting
- 5.4 To ensure continuity of the role and continued growth of the Association, the Women's Officer shall:
- a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - b) provide a handover report to the incoming Women's Officer at a time and format in agreeance to both incoming and outgoing Women's Officer's prior to the Student Council Induction



## 6.0 Welfare Officer

- 6.1 The Welfare Officer shall:
- be the Association's spokesperson regarding issues of student welfare;
  - be responsible for the coordination and implementation of the Association's welfare campaigns, as directed by Student Council;
  - liaise and network with state and national welfare and community sector groups and peak bodies;
  - provide support and work in conjunction with the FUSA Student Assist Team
  - coordinate or cooperate with the FUSA Welfare Collective, or equivalent Affiliated Clubs, in any capacity they deem appropriate
- 6.2 To adequately perform these duties the Welfare Officer shall dedicate at least the equivalent of three (3) hours each week to their role.
- 6.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Welfare Officer shall:
- provide Student Council with a written or oral report of their activities as Welfare Officer at each Student Council Meeting; or
  - if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Welfare Officer within one (1) week of the Student Council Meeting
- 6.4 To ensure continuity of the role and continued growth of the Association, the Welfare Officer shall:
- produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - provide a handover report to the incoming Welfare Officer at a time and format in agreeance to both incoming and outgoing Welfare Officer's prior to the Student Council Induction

## 7.0 Postgraduate Students Officer

- 7.1 The Postgraduate Students Officer shall:
- be a Postgraduate Student;
  - be the Association's spokesperson on issues of importance to Postgraduate Students
  - be responsible for the coordination and implementation of campaigns on issues of importance to Postgraduate Students;
  - ensure that Postgraduate Students are referred to relevant campus or non-campus services in relation to personal and academic matters;
  - be ex officio President of the Flinders University Postgraduate Student Association and fulfil the duties of this role outlined in the Flinders University Postgraduate Students Association Constitution
- 7.2 To adequately perform these duties the Postgraduate Students Officer shall dedicate at least the equivalent of three (3) hours each week to their role.
- 7.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Postgraduate Students Officer shall:



- a) provide Student Council with a written or oral report of their activities as Postgraduate Students Officer at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Postgraduate Students Officer within one (1) week of the Student Council Meeting
- 7.4 To ensure continuity of the role and continued growth of the Association, the Postgraduate Students Officer shall:
- a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - d) provide a handover report to the incoming Postgraduate Students Officer at a time and format in agreeance to both incoming and outgoing Postgraduate Students Officer's prior to the Student Council Induction

## 8.0 International Students Officer

- 8.1 The International Students Officer shall:
- a) be an International Student
  - b) be the Association's spokesperson on issues of importance to International Students
  - c) be responsible for the coordination and implementation of campaigns on issues of importance to International Students;
  - d) ensure that International Students are referred to relevant campus or non-campus services in relation to personal and academic matters;
  - e) coordinate or cooperate with the FUSA International Students Collective, or equivalent Affiliated Clubs, in any capacity they deem appropriate
- 8.2 To adequately perform these duties the International Students Officer shall dedicate at least the equivalent of three (3) hours each week to their role.
- 8.3 To ensure public exposure of the Association and adequate scrutiny of their role, the International Students Officer shall:
- Provide Student Council with a written or oral report of their activities as International Students Officer at each Student Council Meeting; or
  - If they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as International Students Officer within one (1) week of the Student Council Meeting
- 8.4 To ensure continuity of the role and continued growth of the Association, the International Students Officer shall:
- a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - e) provide a handover report to the incoming International Students Officer at a time and format in agreeance to both incoming and outgoing International Students Officer's prior to the Student Council Induction



## 9.0 Queer Officer

9.1 The Queer Officer shall:

- a) identify as a person of diverse genders, sexes, and sexualities
- b) be the Association's spokesperson regarding issues of importance to students of diverse genders, sexes, and sexualities;
- c) be responsible for the coordination and implementation of campaigns on issues of importance to students of diverse genders, sexes, and sexualities;
- d) ensure that students of diverse genders, sexes, and sexualities are referred to relevant campus or non-campus services in relation to personal and academic matters;
- e) coordinate or cooperate with the FUSA Queer Collective, or equivalent Affiliated Clubs, in any capacity they deem appropriate

9.2 To adequately perform these duties the Queer Officer shall dedicate at least the equivalent of three (3) hours each week to their role.

9.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Queer Officer shall:

- a) provide Student Council with a written or oral report of their activities as Queer Officer at each Student Council Meeting; or
- b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Queer Officer within one (1) week of the Student Council Meeting

9.4 To ensure continuity of the role and continued growth of the Association, the Queer Officer shall:

- a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
- b) provide a handover report to the incoming Queer Officer at a time and format in agreement to both incoming and outgoing Queer Officer's prior to the Student Council Induction

## 10. Indigenous Students Officer

10.1 The Indigenous Students Officer shall:

- a) identify as Indigenous/Aboriginal, Torres Strait Islander or First Nations
- b) be the Association's spokesperson on issues of importance to First Nations Students
- c) be responsible for the coordination and implementation of campaigns on issues of importance to First Nations Students;
- d) ensure that First Nations Students are referred to relevant campus or non-campus services in relation to personal and academic matters;
- e) coordinate or cooperate with the FUSA First Nations Collective, or equivalent Affiliated Clubs, in any capacity they deem appropriate





- 10.2 To adequately perform these duties the Indigenous Students Officer shall dedicate at least the equivalent of three (3) hours each week to their role.
- 10.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Indigenous Students Officer shall:
- a) provide Student Council with a written or oral report of their activities as Indigenous Students Officer at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Indigenous Students Officer within one (1) week of the Student Council Meeting
- 10.4 To ensure continuity of the role and continued growth of the Association, the Indigenous Students Officer shall:
- a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - b) provide a handover report to the incoming Indigenous Students Officer at a time and format in agreement to both incoming and outgoing Indigenous Students Officer's prior to the Student Council Induction

## 11. Environment Officer

- 11.1 The Environment Officer shall:
- a) be responsible for the coordination and implementation of the Association's environmental campaigns, as directed by Student Council;
  - b) be the Association's spokesperson regarding issues of environment, sustainability, and the climate crisis
  - c) liaise and network with local, state, and national environmental groups
  - d) coordinate or cooperate with the FUSA Environment Collective, or equivalent Affiliated Clubs, in any capacity they deem appropriate
- 11.2 To adequately perform these duties the Environment Officer shall dedicate at least the equivalent of three (3) hours each week to their role.
- 11.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Environment Officer shall:
- a) provide Student Council with a written or oral report of their activities as Environment Officer at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Environment Officer within one (1) week of the Student Council Meeting
- 11.4 To ensure continuity of the role and continued growth of the Association, the Environment Officer shall:
- a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or



- b) provide a handover report to the incoming Environment Officer at a time and format in agreeance to both incoming and outgoing Environment Officer's prior to the Student Council Induction

## 12. Disabilities Officer

12.1 The Disabilities Officer shall:

- a) Identify as having a disability
- b) Be the Association's spokesperson on issues of importance to students with a disability
- c) Be responsible for the coordination and implementation of campaigns on issues of importance to students with a disability
- d) Ensure that students with a disability are referred to relevant campus or non-campus services in relation to personal and academic matters;
- e) coordinate or cooperate with the FUSA Disabilities Collective, or equivalent Affiliated Clubs, in any capacity they deem appropriate

12.2 To adequately perform these duties the Disabilities Officer shall dedicate at least the equivalent of three (3) hours each week to their role.

12.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Disabilities Officer shall:

- a) provide Student Council with a written or oral report of their activities as Disabilities Officer at each Student Council Meeting; or
- b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Disabilities Officer within one (1) week of the Student Council Meeting

12.4 To ensure continuity of the role and continued growth of the Association, the Disabilities Officer shall:

- a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
- b) provide a handover report to the incoming Disabilities Officer at a time and format in agreeance to both incoming and outgoing Disabilities Officer's prior to the Student Council Induction

## 13. Social Activities Officer

13.1 The Social Activities Officer shall:

- a) be responsible for the coordination and implementation of the Association's social events, as directed by Student Council;
- b) prepare an annual social calendar for the Association;
- c) work in conjunction with FUSA Media and Events to facilitate Pub Crawl (or equivalent) events each semester, and an annual Student Ball (or equivalent);
- d) sit on the FUSA Club Pool Funding Panel;



- e) coordinate or cooperate with the FUSA O'Week Directors, or equivalent Affiliated Clubs, in any capacity they deem appropriate.
- 13.2 To adequately perform these duties the Social Activities Officer shall dedicate at least the equivalent of three (3) hours each week to their role.
- 13.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Social Activities Officer shall:
  - a) provide Student Council with a written or oral report of their activities as Social Activities Officer at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Social Activities Officer within one (1) week of the Student Council Meeting
- 13.4 To ensure continuity of the role and continued growth of the Association, the Social Activities Officer shall:
  - a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - b) provide a handover report to the incoming Social Activities Officer at a time and format in agreeance to both incoming and outgoing Social Activities Officer's prior to the Student Council Induction

#### 14. Mature Age Students Officer

- 14.1 The Mature Age Students Officer shall:
  - a) identify as a Mature Age Student
  - b) be the Association's spokesperson on issues of importance to Mature Age Students
  - c) be responsible for the coordination and implementation of campaigns on issues of importance to 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) coordinate or cooperate with the FUSA Mature Age Students Collective, or equivalent Affiliated Clubs, in any capacity they deem appropriate
- 14.2 To adequately perform these duties the Mature Age Students Officer shall dedicate at least the equivalent of three (3) hours each week to their role.
- 14.3 To ensure public exposure of the Association and adequate scrutiny of their role, the Mature Age Students Officer shall:
  - a) provide Student Council with a written or oral report of their activities as Indigenous Students Officer at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as Mature Age Students Officer within one (1) week of the Student Council Meeting
- 14.4 To ensure continuity of the role and continued growth of the Association, the Mature Age Students Officer shall:
  - a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and



- challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
- b) provide a handover report to the incoming Mature Age Students Officer at a time and format in agreeance to both incoming and outgoing Mature Age Students Officer's prior to the Student Council Induction

## 15. General Council Members

- 15.1 The General Council Members shall:
  - a) Assist Student Council Office Bearers in the carrying out of their duties where most appropriate;
  - b) Act as a delegate on behalf of Student Council or individual Student Council Members when requested and available to do so;
  - c) Promote the campaigns and initiatives of the Association to the student cohort.
- 15.2 To adequately perform these duties the General Council Members shall dedicate at least the equivalent of two (2) hours each week to their role.
- 15.3 To ensure public exposure of the Association and adequate scrutiny of their role, the General Council Members shall:
  - a) provide Student Council with a written or oral report of their activities as General Council Members at each Student Council Meeting; or
  - b) if they're unable to provide a written or oral report to a Student Council Meeting, provide the Student Council Executive with a written report of their activities as General Council Members within one (1) week of the Student Council Meeting
- 15.4 To ensure continuity of the role and continued growth of the Association, the General Council Members shall:
  - a) produce a written handover report to the Student Representation and Development Officer outlining initiatives undertaken, successes and challenges in the role, key relationships built, and recommendations for the future, to be provided to the incoming Student Council at the Student Council Induction under Clause 20.1 of the FUSA Election Regulations; or
  - b) provide a handover report to the incoming General Council Members at a time and format in agreeance to both incoming and outgoing General Council Members' prior to the Student Council Induction