

Position Description

Federation University Student Senate Chair

A quick overview

The Chair works with the Deputy-Chair to help motivate, guide and run the Student Senate. As Chair, you are the go-to for member issues or interpersonal issues between Senate members. The Chair is the public face of the Senate and will represent Senate at Council and to the media. The Chair is also responsible for writing and presenting the Student Senate end of year report.

Position Summary

The Chair is elected by the Senate members and can be either an Elected or Ex-Officio member. (Refer to Elections) The Chair must ensure the Student Senate functions properly, and that there is full participation during meetings with all relevant matters are discussed and that effective decisions are made and carried out.

The role of the chair requires work between meetings, external representation of the organisation, and work with University staff. Chairing the Student Senate requires diplomacy and leadership skills of a high level.

As the Chair your allowance is \$1500 per Senate term as a member with an additional \$1500 for Senate term for your position as chair. The role of Chair lasts from election by the members until the first meeting of the following year.

Key Responsibilities

- People management, motivating and supporting Senate members to create action
- Acting as the public face of the Student Senate, including attending key university events and meetings, and presenting on behalf of the Chair where necessary
- In conjunction with the Executive Officer decides on the Agenda items for all meetings
- Prior to the meeting the Chair ensures that they are informed of all the content of the agenda and papers to be discussed at the meeting
- The Chair manages all meetings, ensuring that they are properly organized and a quorum is present for voting purposes
- The Chair allows for the diversity of student interests and views
- Chairing official Senate meetings, including facilitating discussion amongst members, opening and closing the meeting, reporting the background and key information on agenda items
- The Chair is also responsible to initiate and/or support the gathering of feedback from students where direct discussion from the student body may be of importance
- The Chair is responsible to provide information in relation to student amenities for consideration to the Vice-Chancellor, through the Vice-Chancellor, Student Support and Services.
- The Chair in partnership with the Executive Officer prepares an annual report for presentation to the University Council on the operation of Federation University Australia's Student Senate and status of recommendations made to the Vice-Chancellor.
- The Chair actively promotes Federation University Student Senate and its work.

Position Description

Federation University Student Senate Deputy-Chair

Position Summary

The Deputy-Chair is elected by the Senate members and can be either an Elected or Ex- Officio member. (Refer to Elections).

The Deputy-Chair will monitor participation and contribution of members and report to the executive officer. If members are not fulfilling the responsibilities of their role, their allowance payments will be delayed for review.

As the Deputy-Chair your allowance is \$1500 per Senate term as a member with an additional \$1000 for Senate term for your position as chair. The role of Deputy-Chair lasts from election by the members until the first meeting of the following year.

Key Responsibilities

- The total time commitment is expected to be 3-4 hrs per week for the Deputy-chair. This is in addition to Senate meetings and usual Senate duties.
- The Deputy-Chair will carry out the chair's duties in his or her absence, with the acknowledgement of the Senate as being capable and suitable to do so.
- The Deputy-Chair will provide support and assistant to the chair in carrying out his or her responsibilities and may take on specific duties from the chair where delegated and appropriate.

What is the time commitment of the Chair and Deputy-Chair?

Chair: As Chair you are expected to run all official Senate meetings, there are up to 8 meetings per year. In addition to chairing meetings, you are also required to attend portfolio meetings and actively consult with students. You are expected to commit to 2 hours per week for your member duties and an additional 5-6 hours per weeks for your duties as chair. These duties include meetings, external representation of the Student Senate, working with University staff and assisting other Senate members.

Deputy-Chair: As Deputy-Chair you are expected to full-fill your Senate member duties, approximately 2 hours a week, attend up to 8 meetings and spend an additional 3-4 hours a week full-filling your duties as Deputy-Chair. These duties include meetings, working with University staff and assisting other Senate members and the Student Senate Chair.