

Roles and Duties Regulations

As ratified 10/08/2022

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1. Purpose

- 1.1 Student Council has established these regulations to specify the roles and duties of each member of Student Council.

2. Definitions

- 2.1 Unless otherwise defined in these regulations, the definitions outlined in section 1 of the FUSA Constitution shall apply to these regulations.

3. Student Council Induction

- 3.1 After the election period but before the beginning of a new term of office, the Manager, Student Engagement shall conduct or cause to be conducted an induction for members of the incoming Student Council.
- 3.2 During the induction, the Manager, Student Engagement or their delegate(s) will outline the duties and responsibilities involved with being a member of the Student Council.
- 3.3 During the induction, the Manager, Student Engagement or their delegate(s) will provide information on the FUSA budget, FUSA staff contacts, the governance structure of Flinders University, and the Student Services and Amenities Fee allocation process and expenditure at Flinders University.
- 3.4 It is compulsory for a person elected to the Student Council in the election period to attend the induction.
- 3.5 If a person elected to the Student Council in the election period is unable to attend the induction, that person must within a reasonable period make an appointment to meet with the Manager, Student Engagement or their delegate(s) for an induction briefing.
- 3.6 In addition to the induction before the beginning of a new term of office, the Manger, Student Engagement or their delegate(s) shall ensure that members of Student Council are offered cultural respect training, diversity and inclusion training and other training deemed beneficial to maintaining a positive and inclusive culture.

4. Duties of all Student Council Members

- 4.1 In addition to any roles and duties specific to a position, all members of Student Council have a responsibility for the overriding governance of the Association and the responsibilities outlined in s 10.2 of the FUSA Constitution.
- 4.2 Student Council meets at least ten times each year. Student Council members have a duty to attend all Student Council meetings unless they have submitted an apology to the President or General Secretary.

- 4.3 Members of Student Council have a duty to read the agenda and papers provided before each Student Council meeting.
- 4.4 Members of Student Council have a duty, to the best of their ability, to ensure that decisions of Student Council comply with relevant legal obligations and University policies.
- 4.5 Members of Student Council have a duty, to the best of their ability, to implement the decisions of Student Council.
- 4.6 Members of Student Council have a duty to respect information provided in confidence.
- 4.7 Members of Student Council have a duty to help foster and maintain a positive and inclusive culture for members, volunteers and staff.

5. Position Description

- 5.1 A Schedule will be attached to these Regulations that will contain a position description for each position on Student Council.
- 5.2 Each position description will include: a position summary; values and attitudes; key position responsibilities; key relationships; committee responsibilities; and suggested capabilities and competencies.
- 5.3 The Schedule will be reviewed and reauthorized annually at a meeting of Student Council before the election period (1 August).
- 5.4 Where there is a conflict between roles and duties outlined in the position description and roles and duties outlined in the FUSA Constitution or Regulations approved by Student Council, the latter shall prevail.

6. Leave

- 6.1 Members of Student Council may take leave from their portfolio responsibilities provided that the member informs the President and General Secretary of their intention to take leave. The member taking leave will advise the President and General Secretary of any matters within their portfolio needing attention while they are on leave, such as upcoming meetings or ongoing projects.
- 6.2 The President may appoint another member of Student Council to oversee the portfolio responsibilities while the member is on leave.
- 6.3 A member of Student Council taking leave will provide the President and General Secretary with an expected return date and will advise the President and General Secretary when they have returned from leave.

Schedule 1 to the Regulations regarding Student Council Roles and Duties

This Schedule contains position descriptions for

1. Office-bearers of the Association
 - a) Student President
 - b) General Secretary
 - c) Education Officer

2. Student Council members with a portfolio (Student Council Officers)
 - a) the Women's Officer
 - b) the Welfare Officer
 - c) the Postgraduate Students Officer
 - d) the International Students Officer
 - e) the Queer Officer
 - f) the First Nations Students Officer
 - g) the Environment Officer
 - h) the Disabilities Officer
 - i) the Social Activities Officer
 - j) the Mature Age Students Officer
 - k) the People of Colour Officer

3. General Members of Council

1.a. Student President

Position Summary:

The Student President is the peak representative for the more than 20,000 students of Flinders University. The Student President represents student interests within the University community and with outside groups. They chair Student Council meetings and are the official spokesperson of Student Council to the media, University, and community. The Student President is responsible for implementing the decisions of Student Council, including any campaigns and initiatives. They sit on various committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for students. As a guide, the Student President might expect to volunteer around 30 hours a week to the role and will usually undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. Student President is a role that will suit someone with a clear set of values and a strong sense of curiosity. The Student President is someone with good leadership skills, a willingness to work in a team, and the skill to bring people together. The Student President is passionate about student rights and student organisations. The Student President is expected to balance many different tasks – ranging from administrative and report writing to strategic decision making. As spokesperson for the organisation, the President will need to be able clearly articulate the views of Student Council to a wide range of audiences. This ranges from person-to-person to large assemblies. The Student President is someone who must welcome scrutiny and be open to engaging with a wide range of students and community groups.

Key Position Responsibilities:

- Official spokesperson for FUSA.
- Chairing meetings of Student Council.
- Overseeing governance of FUSA.
- Preparing a written report for each meeting of Student Council.
- Participating in committees.
- Strategic planning for FUSA.
- Advocating for the rights and welfare of students.
- Building relationships with key stakeholders.
- Project delivery, including delivering Student Council campaigns and initiatives.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- Manager, Student Engagement
- FUSA Student Council members, especially the General Secretary
- FUSA staff
- University staff, including Senior Executive Team
- National Union of Students
- Flinders University students

Committee Responsibilities:

University: Academic Senate, Education Quality Committee, Boards of Inquiry, Student Appeals Committee, COVID Taskforce, Cleaning Reference Group, SSAF Committee, other committees and working groups as requested.

FUSA: Student Council Executive (Chair), Education Action Network, Student Representation Network, other committees and working groups as requested.

In addition to Committee responsibilities, the Student President meets regularly with the Deputy Vice Chancellor (Students), the Director of Properties, Facilities and Development, and other members of the Flinders University Senior Executive Team. The Student President will also meet with other members of the University community – both staff and students – and will be expected to attend University, FUSA and student-run events.

Suggested capabilities and competencies:

Students elected to this position will be offered training commensurate with the role and their skill set.

- strong attention to detail
- strong verbal and written communication
- interpersonal relationships
- governance
- strategic thinking
- time management and project delivery

1.b. General Secretary

Position Summary:

The General Secretary ensures the administrative functions of Student Council are being fulfilled, for the benefit of students, Student Council, and student clubs. The General Secretary supports Council in representing student interests within the University community and with outside groups. They prepare the documents for Student Council meetings and serve on the Student Council Executive and the FUSA Club Pool Funding Panel. The General Secretary will work closely with the FUSA Clubs team to support Clubs, Collectives and Academic Associations at Flinders University. They will monitor implementation of the decisions of Student Council, including any campaigns and initiatives. The General Secretary may also sit on committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for students. As a guide, the General Secretary might expect to volunteer around 10 hours a week to the role and will usually undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity.

General Secretary is a role that will suit someone with a clear set of values and a sense of curiosity. It is an administration heavy role – so will suit someone who is good with paperwork and interpreting rules, and who works best in formal settings such as committees. The General Secretary is passionate about student rights and student organisations. General Secretary is expected to balance many different tasks – ranging from administrative and report writing to strategic decision making – but an understanding of bureaucracies (and how to get outcomes from bureaucratic processes) will be key. As a supportive role, you should be welcoming to all of Student Council and help navigate the process of turning ideas into outcomes.

Key Position Responsibilities:

- Preparing for meetings of Student Council, such as providing notice on advice of the President and collating and distributing the agenda and papers.
- Administering FUSA membership system.
- Preparing a written report for each meeting of Student Council.
- Liaising with FUSA staff on club affiliations
- Strategic planning for FUSA.
- Managing processes related to Student Council bank account.
- Calling General Meetings of Members as outlined in the Constitution
- Advocating for the rights and welfare of students.
- Participating in committees.
- Assisting Student Council campaigns.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council members, especially the President
- FUSA staff, especially the Manager, Student Engagement and Clubs staff
- Clubs, Collectives and Academic Associations
- Student groups interested in affiliating with FUSA
- Flinders University students

Committee Responsibilities:

University: As requested.

FUSA: Student Council Executive, Club Pool Funding Panel, Student Representation Network, other committees and working groups as requested.

Suggested capabilities and competencies:

Students elected to this position will be offered training commensurate with the role and their skill set.

- strong attention to detail
- strong verbal and written communication, especially report writing
- interpersonal relationships
- experience with governance and meeting procedure
- strategic thinking
- time management and project delivery

1.c. Education Officer

Position Summary:

The Education Officer is responsible for coordinating campaigns and initiatives in the Education portfolio. At a student association, that's a big job! The Education Officer supports student representation throughout the University and supports a culture of student activism through the Education Action Network. The Education Officer's purpose is to push for changes that will improve the lives of students. They will implement the decisions of Student Council, including any campaigns and initiatives to do with Higher Education policy. The Education Officer also sits on committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for students. As a guide, the Education Officer might expect to volunteer around 10 hours a week to the role and will usually undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. Education Officer is a role that will suit someone with a clear set of values, a capacity to analyse a situation, and the ability to be firm in their view. It will work for someone with a sense of curiosity. It is an active role – so will suit someone who is good in formal settings such as committees as well as informal settings. The Education Officer is passionate about student rights and student organisations. They are expected to balance many different tasks – ranging from administrative and report writing to strategic decision making – but a capacity to bring people together will be key. As a leadership role, you should be welcoming of scrutiny and be able work with all of Student Council on shared projects and campaigns.

Key Position Responsibilities:

- Oversee the Education portfolio for Student Council
- Liaise with local, national and international groups working on education issues
- Preparing a written report for each meeting of Student Council.
- Represent FUSA on any education related working groups.
- Assisting other members of Student Council as required.
- Working closely with staff and students.
- Advocating for the rights and welfare of students.
- Participating in committees, including chairing the Education Action Network and the Student Representation Network.
- Delivering Student Council campaigns and initiatives.
- Building relationships with key stakeholders.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council members, especially the President
- FUSA staff, especially the Manager, Student Engagement
- Student representatives (Student Council, student members of University committees, Course and Topic Representatives)
- Flinders University staff, especially those involved in policy development and learning and teaching.
- Flinders University students

Committee Responsibilities:

University: Academic Senate, Education Quality Committee, as requested.

FUSA: Student Council Executive, Education Action Network, Student Representation Network, FUSA Development Grant Assessment Panel, other committees and working groups as requested.

In addition, the Education Officer will meet with senior University staff, such as the Pro Vice Chancellor Learning and Teaching Innovation and the Deans (Education) in the Colleges, on an irregular basis and is often approached to participate in policy development processes.

Suggested capabilities and competencies:

Students elected to this position will be offered training commensurate with the role and their skill set.

- strong attention to detail
- strong verbal and written communication, especially report writing
- interpersonal relationships
- understanding of higher education policy and environment, and a capacity to apply this to new situations and proposals.
- strategic thinking
- time management and project delivery

2.a. Women's Officer

Position Summary:

The Women's Officer is an advocate and spokesperson for students who identify as women or non-men on matters of importance to these groups. The rights of women and gender diverse students are central to creating a progressive and positive University environment – and the Women's Officer will find themselves working with women's groups to advance and defend women's interests. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the Women's portfolio. They may sit on committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for students. As a guide, the Women's Officer might expect to volunteer around 3 hours a week to the role. Some choose to undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. Women's Officer is a role that will suit a student who identifies as a woman or non-man passionate about women's rights and wellbeing. The Women's Officer is someone with good collaborative skills and an ability to be a loud advocate when needed. They are expected to balance different tasks – report writing, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The Women's Officer will need to be able to help shape the views of Student Council on matters of importance to women students and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the Women's portfolio of Student Council.
- Coordinating and implementing FUSA's women's campaigns.
- Supporting the Women's Collective and Women's Space.
- Liaising with women's rights, welfare and community sector groups and peak bodies on shared matters of interest.
- Preparing a written report for each meeting of Student Council.
- Advocating for the rights and welfare of women students.
- Participating in committees as required.
- Ensuring that women students are referred to the relevant campus or non-campus services in relation to personal or academic matters.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in student welfare (i.e. Welfare Officer, International Students Officer and Queer Officer)
- Women's Collective
- FUSA staff
- Flinders University staff
- Flinders University students

Committee Responsibilities:

University: Respect Now Always taskforce, as requested.

FUSA: Be A Better Human (Co-Chair), Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the Women's Officer meets regularly with the FUSA staff responsible for the Be a Better Human campaign, to provide input and guidance. Occasionally, the Women's Officer will work with the FUSA academic advocacy and welfare team (who provide academic advocacy and financial counselling for students) to review impact of University policies and emerging patterns in case work that may be of interest to the Women's portfolio.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Understanding of feminist politics and women's rights issues.
- Time management and project delivery

You will be given the following training opportunity:

- Mental Health First Aid
- Accidental Counselling
- Recognising and Responding to Disclosure

2.b. Welfare Officer

Position Summary:

The Welfare Officer is the voice for student welfare and wellbeing on Student Council. This is a wide-ranging portfolio: responding to student poverty, mental health, housing affordability and even student rights at work might all fall under the Welfare Officer's portfolio. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the Welfare portfolio. They sit on various committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for students. As a guide, the Welfare Officer might expect to volunteer around 3 hours a week to the role. Some choose to undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. Welfare Officer is a role that will suit someone passionate about student's rights and wellbeing. The Welfare Officer is someone with good collaborative skills, an ability to 'get to the heart of an issue and be a loud advocate for those who can't speak. They are expected to balance different tasks – report writing, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The Welfare Officer will need to be able to help shape the views of Student Council on welfare matters and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the Welfare portfolio of Student Council.
- Coordinating and implementing FUSA's welfare campaigns.
- Liaising with welfare and community sector groups and peak bodies.
- Working in conjunction with FUSA's advocacy and welfare team on student welfare matters
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of students.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in student welfare (i.e. Womens Officer and Queer Officer)
- FUSA staff, especially Team Leader, FUSA Student Advocacy and Welfare team.
- Flinders University staff
- Flinders University students

Committee Responsibilities:

University: Retention Working Group, other committees and working groups as requested.

FUSA: Be A Better Human (Co-Chair), Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the Welfare Officer meets regularly with the FUSA staff responsible for the Be a Better Human campaign, to provide input and guidance. Likewise, the Welfare Officer will work with the FUSA student advocacy and welfare team (who provide academic advocacy and financial counselling for students) to review impact of University policies and emerging patterns in case work that may be of interest to the Welfare portfolio.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Understanding of student welfare issues
- Interest in policy review and development
- Time management and project delivery

The Welfare Officer will be given the following training opportunity:

- Mental Health First Aid
- Accidental Counselling
- Recognising and Responding to Disclosure

2.c. Postgraduate Students Officer

Position Summary:

The Postgraduate Students Officer is an advocate and spokesperson for students who are undertaking postgraduate studies at the University. This is both coursework and research. Postgraduate students will often have a different set of concerns and issues compared to undergraduate students, and the Postgraduate Students Officer is there to provide input on their behalf. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the Postgraduate Students portfolio. They may sit on committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for postgraduate students. As a guide, the Postgraduate Officer might expect to volunteer around 3 hours a week to the role. Some choose to undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. The Postgraduate Student's Officer is a role that will suit a postgraduate student passionate about the rights and wellbeing of their peers. The Postgraduate Students Officer is someone with good collaborative skills and an ability to be a loud advocate when needed. They are expected to balance different tasks – report writing, participating in committees, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The Postgraduate Students Officer will need to be able to help shape the views of Student Council on matters of importance to postgraduate students and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the Postgraduate Students portfolio of Student Council.
- Coordinating and implementing FUSA's postgraduate campaigns.
- Liaising with state and national bodies representing postgraduate student interests.
- Supporting the postgraduate student community through the Postgraduates Collective.
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Ensure that postgraduate students are referred to relevant campus or non-campus services in relation to personal or academic matters.
- Advocating for the rights and welfare of postgraduate students.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in postgraduate student welfare (i.e. Welfare Officer, International Students Officer, Queer Officer)
- FUSA staff
- Flinders University staff, particularly in the Office for Graduate Research
- Flinders University students

Committee Responsibilities:

University: Academic Senate (observer), as requested.

FUSA: Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the Postgraduate Students Officer meets with the Dean Graduate Research and other University staff who are engaged with postgraduate students. Occasionally, the Postgraduate Students Officer will work with the FUSA academic advocacy and welfare team (who provide academic advocacy and financial counselling for students) to review impact of University policies and emerging patterns in case work that may be of interest to the Postgraduate Students portfolio.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Understanding of issues specific to postgraduate students.
- Time management and project delivery

2.d. International Students Officer

Position Summary:

The International Students Officer is an advocate and spokesperson for International students at Flinders University. International students will often have a different set of concerns and issues compared to local students, for example, changes to student visa conditions and the rights and welfare of visa holders. The International Students Officer is there to provide input to Student Council on their behalf. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the International Students portfolio. They may sit on committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for International students. As a guide, the International Students Officer might expect to volunteer around 3 hours a week to the role.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. The International Students Officer is a role that will suit an international student, defined as someone studying at a campus located in Australia and holds a temporary entry visa or is otherwise deemed to be an International Student by Flinders University, who is passionate about the rights and wellbeing of their peers. The International Students Officer is someone with good collaborative skills and an ability to be an advocate when needed. They are expected to balance different tasks – report writing, participating in committees, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The International Students Officer will need to be able to help shape the views of Student Council on matters of importance to international students and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the International Students portfolio of Student Council.
- Coordinating and implementing FUSA's international students campaigns.
- Liaising with state and national bodies representing international student interests.
- Ensure that international students are referred to relevant campus or non-campus services in relation to personal or academic matters.
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of international students.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in international student welfare (i.e. Welfare Officer, Women's Officer, Queer Officer)
- FUSA staff
- Flinders University staff, particularly in the International Student Services and Health, Counselling and Disability Services
- Flinders University students

Committee Responsibilities:

University: As requested.

FUSA: Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the International Students Officer will occasionally work with the FUSA academic advocacy and welfare team (who provide academic advocacy and financial counselling for students) to review impact of University policies and emerging patterns in case work that may be of interest to the International Students portfolio.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Understanding of issues specific to international students.
- Time management and project delivery

2.e. Queer Officer

Position Summary:

The Queer Officer is the voice for LGBTIQ+ students on Student Council. Students of diverse genders and orientations are an important community at Flinders University and the Queer Officer advocates for better and appropriate services, policies and to make Flinders an inclusive and welcoming community. Since the release of the 2020 Queer Report, the Queer Officer has worked on implementing its recommendations. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the Queer portfolio. They sit on various committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for LGBTIQ+ students. As a guide, the Queer Officer might expect to volunteer around 3 hours a week to the role. Some choose to undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. Queer Officer is a role that will suit a student who identifies as LGBTIQ+ (lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual/agender, and/or minority gender identities and/or sexualities not explicitly included in LGBTIQ) who is passionate about the rights and wellbeing of LGBTIQ+ students. The Queer Officer is someone with good collaborative skills, an ability to get to the heart of an issue, and the willingness to be a loud advocate for the community. They are expected to balance different tasks – report writing, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The Queer Officer will need to be able to help shape the views of Student Council on LGBTIQ+ matters and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the Queer portfolio of Student Council.
- Coordinating and implementing FUSA's Queer campaigns.
- Liaising with LGBTIQ+ community sector groups and peak bodies.
- Supporting Queer Collective
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of LGBTIQ+ students.
- Ensuring LGBTIQ+ students are referred to relevant campus or non-campus services in relation to personal and academic matters.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in LGBTIQ+ student welfare (i.e. Women's Officer, Welfare Officer)
- FUSA staff.
- Flinders Pride Network
- Flinders University staff
- Queer Collective
- Flinders University students

Committee Responsibilities:

University: Flinders University Pride Committee (Student Co-Chair), as requested.

FUSA: Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the Queer Officer will occasionally work with the FUSA student advocacy and welfare team (who provide academic advocacy and financial counselling for students) to review impact of University policies and emerging patterns in case work that may be of interest to the Queer portfolio.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Understanding of LGBTIQ+ issues, especially those affecting students
- Time management and project delivery

The Queer Officer will be given the following training opportunity:

- Mental Health First Aid
- Accidental Counselling
- Recognising and Responding to Disclosure of SASH

2.f. First Nations Students Officer

Position Summary:

The First Nations Students Officer is the voice for First Nations, Aboriginal and/or Torres Strait Islander students on Student Council. Flinders University has a First Nations student population of several hundred and the First Nations Students Officer advocates for better and appropriate services, policies and to make Flinders an inclusive and welcoming community. FUSA Student Council has committed the organisation to decolonisation and supporting Voice, Treaty, Truth – and the First Nations Students Officer helps guide this process. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the First Nations Students portfolio. They may sit on committees or working groups of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for First Nations students. As a guide, the First Nations Students Officer might expect to volunteer around 3 hours a week to the role. Some choose to undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity.

First Nations Students Officer is a role that will suit a student who identifies as First Nations, Aboriginal or Torres Strait Islander who is passionate about the rights and wellbeing of First Nations students. The First Nations Students Officer is someone with good collaborative skills, an ability to get to the heart of an issue, and the willingness to be a loud advocate for the community. They are expected to balance different tasks – report writing, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The First Nations Students Officer will need to be able to help shape the views of Student Council on First Nations matters and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the First Nations portfolio of Student Council.
- Coordinating and implementing FUSA's campaigns on First Nations matters.
- Liaising with First Nations groups and peak bodies.
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of First Nations students.
- Ensuring First Nations students are referred to relevant campus or non-campus services in relation to personal and academic matters.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in LGBTIQ+ student welfare (i.e. Women's Officer, Welfare Officer)
- FUSA staff
- Flinders University staff, especially Yunggorendi and the Office of Indigenous Student Engagement
- Flinders University students, particularly students who identify as First Nations, Aboriginal and/or Torres Strait Islander.

Committee Responsibilities:

University: Flinders University RAP Working Group, as requested.

FUSA: Student Representation Network, Anti-Racism Action Committee, other committees and working groups as required.

In addition to Committee responsibilities, the First Nations Students Officer will occasionally work with the FUSA student advocacy and welfare team (who provide academic advocacy and financial counselling for students) to review impact of University policies and emerging patterns in case work that may be of interest to the First Nations portfolio.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Understanding of First Nations issues, especially those affecting students

2.g. Environment Officer

Position Summary:

The Environment Officer is the student voice on environmental justice and sustainability on Student Council. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the Environment portfolio. They sit on various committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for students. As a guide, the Environment Officer might expect to volunteer around 3 hours a week to the role. Some choose to undertake part time study to accommodate the workload.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. Environment Officer is a role that will suit someone passionate about environment justice, sustainability, and how social and environmental justice go together. The Environment Officer is someone with good collaborative skills, a willingness to build skills, and a capacity to turn combine theory with the practical. The Environment Officer is passionate about environmental justice and sustainability. They are expected to balance different tasks – report writing, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The Environment Officer will need to be able to help shape and articulate the views of Student Council on the environment to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the Environment portfolio of Student Council.
- Coordinating and implementing FUSA's environmental campaigns.
- Liaising with local, state and national environmental groups.
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of students.
- Building relationships with key stakeholders.
- Working closely with staff and students, including the Flinders University Sustainability and Environment Collective (FUSEC).
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council
- FUSA staff, including the Manager, Student Engagement
- FUSEC
- Flinders University staff
- Flinders University students

Committee Responsibilities:

University: Sustainability Advisory Group, other committees as requested.

FUSA: Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the Environment Officer meets regularly with the Director of Properties, Facilities and Development, and other members of the Flinders University senior executive team related to environment and sustainability matters. The Environment Officer will also meet with other members of the University community – staff and student – and will be expected to attend some events.

Suggested capabilities and competencies:

Students elected to this position will be offered training commensurate with the role and their skill set.

- strong attention to detail
- strong verbal and written communication
- interpersonal relationships
- understanding of environmental issues
- time management and project delivery

2.h. Disabilities Officer

Position Summary:

The Disabilities Officer is an advocate and spokesperson for students with disability at Flinders University. Students with disability, both visible and invisible, experience distinct issues compared to the wider student population, particularly around access and inclusion, while offering a valuable perspective on issues that affect all students. The Disabilities Officer is there to provide input to Student Council on behalf of students with disability. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the Disabilities portfolio. They may sit on committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for students with disability. As a guide, the Disabilities Officer might expect to volunteer around 3 hours a week to the role. Some choose to move to part-time study to accommodate this, but it is not required.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. The Disabilities Officer is a role that will suit a student with disability who is passionate about the rights and wellbeing of their peers. The Disabilities Officer is someone with good collaborative skills and an ability to be a firm advocate when needed. They are expected to balance different tasks – report writing, participating in committees, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The Disabilities Officer will need to be able to help shape the views of Student Council on matters of importance to students with disability and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the Disabilities portfolio of Student Council.
- Coordinating and implementing FUSA's students with disability campaigns.
- Liaising with state and national bodies representing student with disability interests.
- Supporting the Disabilities Collective.
- Ensure that students with disability are referred to relevant campus or non-campus services in relation to personal or academic matters.
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of students with disability.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in student welfare (i.e. Welfare Officer, Women's Officer, Queer Officer)
- FUSA staff
- Flinders University staff, especially in Health, Counselling and Disability Services
- Flinders University students

Committee Responsibilities:

University: University Disability and Accessibility Committee (UDAC), as requested.

FUSA: Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the Disabilities Officer will occasionally work with the FUSA academic advocacy and welfare team (who provide academic advocacy and financial counselling for students) to review impact of University policies and emerging patterns in case work that may be of interest to the Disabilities portfolio. The Disabilities Officer may also be invited to meet with staff from Properties, Facilities, and Development (PFD) around physical accessibility of campus.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Attention to detail
- Communication skills
- Empathy and listening skills
- Interpersonal relationships
- Understanding of issues specific to students with disability.
- Time management and project delivery

2.i. Social Activities Officer

Position Summary:

The Social Activities Officer coordinates the social events alongside the FUSA events team. Social activities and events – bringing life to campus – represents an important aspect of the work that a student association does. While FUSA has a set number of events that it will run in a year, the Social Activities Officer will play a key role in delivering a unique vision for the year. Social Activities Officer will also provide a linkage between Student Council, the FUSA events team, and student clubs – and will, in turn, provide input to Student Council from the social activities perspective. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the Social Activities portfolio. They may sit on committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for a vibrant campus life. As a guide, the Social Activities Officer might expect to volunteer around 3 hours a week to the role. Some choose to move to part-time study to accommodate this role, but it is not required.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. While it is one of the less political roles on Student Council, Social Activities Officer is a role that will suit a student who is passionate about the wellbeing of their peers and mindful that social activities must cater to diverse student communities. The Social Activities Officer is an outgoing person with good collaborative skills and an ability to be a firm advocate when needed. They are expected to balance different tasks – report writing, participating in committees, holding meetings with stakeholders, and coordinating community events and projects – as well as contribute to strategic decision making. The Social Activities Officer will need to be able to help shape the views of Student Council on matters relating to campus life and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the Social Activities portfolio of Student Council.
- Coordinating and implementing FUSA's social events.
- Planning the annual social calendar for FUSA.
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of students.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially the President and General Secretary
- FUSA staff, especially the Events team
- Student clubs and societies
- Flinders University staff
- Flinders University students

Committee Responsibilities:

University: As requested.

FUSA: Club Pool Funding Panel, Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the Social Activities Officer will build a strong working relationship with the FUSA Events team and meet with them regularly.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Creativity
- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Time management and project delivery

2.j. Mature Age Students Officer

Position Summary:

The Mature Age Students Officer is an advocate and spokesperson for mature age students at Flinders University. Mature age students will often have a different set of concerns and issues compared to younger / school leaver students. For example, mature age students are more likely to be balancing employment, parental or caring responsibilities with their studies. The Mature Age Students Officer is there to provide input to Student Council on their behalf. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the Mature Age Students portfolio. They may sit on committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for mature age students. As a guide, the Mature Age Students Officer might expect to volunteer around 3 hours a week to the role. Some choose to move to part-time study to accommodate this role, but it is not required.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity.

The Mature Age Students Officer is a role that will suit a mature age student, defined as someone who is aged twenty-five or older, who is passionate about the rights and wellbeing of their peers. The Mature Age Students Officer is someone with good collaborative skills and an ability to be a firm advocate when needed. They are expected to balance different tasks – report writing, participating in committees, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The Mature Age Students Officer will need to be able to help shape the views of Student Council on matters of importance to mature age students and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the Mature Age Students portfolio of Student Council.
- Coordinating and implementing FUSA's mature age students campaigns.
- Liaising with state and national bodies representing mature age student interests.
- Supporting the Mature Age Students Collective.
- Ensure that mature age students are referred to relevant campus or non-campus services in relation to personal or academic matters.
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of mature age students.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in mature age student welfare (i.e. Welfare Officer, Women's Officer, Queer Officer)
- FUSA staff
- Flinders University staff
- Flinders University students

Committee Responsibilities:

University: As requested.

FUSA: Student Representation Network, other committees and working groups as required.

In addition to Committee responsibilities, the Mature Age Students Officer will occasionally work with the FUSA academic advocacy and welfare team (who provide academic advocacy and financial counselling for students) to review impact of University policies and emerging patterns in case work that may be of interest to the Mature Age Students portfolio. The Mature Age Students Officer should build a strong relationship with the Library and Student Learning Support Services, as this is a service to which mature aged students are regularly referred.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Understanding of issues specific to mature age students.
- Time management and project delivery

2.k. People of Colour Officer

Position Summary:

The People of Colour Officer is the voice for students who are People of Colour on Student Council. This is a portfolio that covers the wellbeing of People of Colour through anti-racist action, racial justice and equity, diversity and inclusion. They are responsible for implementing decisions of Student Council, including any campaigns and initiatives relating to the People of Colour portfolio. They sit on various committees of the University and build relationships with key stakeholders – including senior University management – to deliver the best outcomes for students. As a guide, the People of Colour Officer might expect to volunteer around 3 hours a week to the role. This is a new position in 2022, but for similar positions students have chosen to undertake part time study to accommodate the workload – though this is not the expectation.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity.

The People of Colour Officer is a role that will suit a Person of Colour who is passionate about racial justice, equity diversity and inclusion, and promoting the wellbeing of People of Colour. People of Colour (or sometime BIPOC – Black, Indigenous, Person of Colour) includes students of Aboriginal, African, Arab, Asian, Indigenous, Latin, Jewish, Pacific Islander, multiracial and other relevant backgrounds. The People of Colour Officer is someone with good collaborative and consensus-building skills, an ability to get to the heart of an issue and be a loud advocate for anti-racist and racial justice principles. They are expected to balance different tasks – report writing, holding meetings with stakeholders, and coordinating community events – as well as contribute to strategic decision making. The People of Colour Officer will need to be able to help shape the views of Student Council on welfare matters and communicate them to a wide range of audiences. This might range from person-to-person to large assemblies.

Key Position Responsibilities:

- Overseeing the People of Colour portfolio of Student Council.
- Coordinating and implementing FUSA's anti-racism campaigns and wellbeing campaigns for People of Colour.
- Liaising with anti-racism groups, and community sector groups and peak bodies representing People of Colour.
- Preparing a written report for each meeting of Student Council.
- Participating in committees as required.
- Advocating for the rights and welfare of students.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council, especially other portfolios that represent student communities that have an interest in student welfare (i.e. Welfare Officer, International Students Officer, Women's Officer and Queer Officer)
- FUSA staff
- Flinders University staff
- Flinders University students

Committee Responsibilities:

University: As this is a new role in 2022, this is to be confirmed.

FUSA: Anti-Racism Action Committee, Student Representation Network, other committees and working groups as required.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Understanding of anti-racism principles and politics of racial justice
- Time management and project delivery

3. General Council Members

Position Summary:

In addition to the Student Council Officers with portfolio responsibilities, there are six General Council Members. These General Council Members play a key role in holding the officers accountable and in guiding the activities of the Student Council overall. Some General Council Members have specific ideas of projects that they would like Student Council to adopt, while most will provide support where necessary for the functioning of the Student Council. They are responsible for supporting the implementation of decisions of Student Council, including supporting campaigns and initiatives. They may sit on committees of the University or be invited to attend working groups or meetings as student representatives. As a guide, General Council Members might expect to volunteer around 1 hour a week to the role.

Values and Attitude:

Student Council is guided by the values of empowerment, advocacy and integrity. The General Council Member role is one with a significant degree of flexibility. Because multiple General Council Members are elected at the same poll, there is often a diversity of opinions and skills within the pool of General Council Members. It would suit someone who is looking to provide support without necessarily taking the lead on campaigns, or someone who is interested in providing scrutiny or accountability. It is up to Student Council to effectively utilise the mix of General Council Members.

Key Position Responsibilities:

- Supporting Student Council portfolios where appropriate.
- Supporting Student Council campaigns and initiatives.
- Act as a delegate or proxy for other Student Council members when requested and available to do so.
- Attend Student Council meetings and participate in Student Council decision making.
- Preparing a written report for each meeting of Student Council.
- Building relationships with key stakeholders.
- Working closely with staff and students.
- Assisting other members of Student Council as required.
- Preparing appropriate handover.

Key Relationships:

- FUSA Student Council
- FUSA staff
- Flinders University staff
- Flinders University students

Committee Responsibilities:

University: As requested

FUSA: Student Representation Network, other committees and working groups as required.

Suggested capabilities and competencies:

Students elected to this position will be offered training appropriate to the role and their existing skill set.

- Creativity
- Strong attention to detail
- Strong verbal and written communication
- Empathy and listening skills
- Interpersonal relationships
- Time management and project delivery