



La Trobe Student Association Ltd.

Making Student Life Better

Position Descriptions

Student Council
Representatives – all
campuses

***Sustainable Strategic
Representation***

La Trobe Student Association Ltd (LTSA) exists to make student life better. To ensure that our student association is supported by a strong, professional, diverse, inclusive and dedicated group of Student Council Representatives (SCRs) from Bendigo, Bundoora, City, International, Mildura, Shepparton and Wodonga, each SCR must be accountable for their behaviours and performance relative to the elected leadership positions they hold within La Trobe University (LTU) and the LTSA. To support each SCR to understand their roles, expectations, accountabilities and purpose, positions descriptions have been created to support each SCR to fulfill their duties and responsibilities.

Governance and induction training and support is provided to every elected SCR when undertaking their duties. The Chief Executive Officer (CEO) has both a mentoring and support role to assist the SCRs with their tasks. There exists a suite of LTSA policies that support the SCRs to succeed in fulfilling their duties and responsibilities to act with transparency, tact, diplomacy, professionalism, and respect.

There are three Executive positions that shall be filled internally from within each SC. There are options for SC to hold other portfolios with some examples outlined below. This list of portfolios is by no means exhaustive, and a SC may decide it needs other portfolios to truly represent the students they support. Each SC will decide amongst themselves what other non-executive portfolios students they have been elected to represent require. These non-executive portfolios may change over time as student needs and demands change. It is essential that each SC have portfolios that are representative of the students they support. Some portfolios may be needed on one SC but not on another.

Whilst there is no constitutional requirement to honour incentive payments to each SCR, there is a willingness within the LTSA to recognise the invaluable contributions and work that the SCRs undertake for the LTSA, working with the team to make student life better. Any incentive payment made to SCRs shall be reliant on each SCR meeting and where possible, exceeding their duties which are outlined in this document. To assist in determining whether an incentive payment is made, each SCR will have their performance reviewed on a quarterly basis. These reviews will occur within SC meetings and each SCR will have a vote as to how each is reaching their performance expectations. These review meetings, and possible subsequent incentive payments shall be discussed and paid to SCRs as follows: January, April, July, September.

If it is determined that a SCR has not fulfilled the criteria within their position description and met their expected indicators of performance, two SCRs Executives from within the SC, will meet with them to discuss how the SC and CEO may support the SCR to reach their full potential. When determining whether incentive payments shall be made, other considerations include: study and workload pressures, personal/family matters, university disruptions (e.g. COVID-19 limitations to meet performance targets) and the health and wellbeing of the SCR.

If at any time a SCR is experiencing difficulties at University or personally, each will be encouraged to discuss in confidence with the CEO any support they may need. This may be in the form of EAP support, referral to University wellbeing support programs or guidance to access networks within the community. SCR success is integral to outstanding services and LTSA will invest in its SCRs by providing company induction, leadership training, governance training and support in their roles.

PRESIDENT – Executive Member - Student Council (SC)

The President has several additional duties to that of the other SC representatives. The President shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the President shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement. The President of a SC will automatically become one of the Governing Board Directors and will take a seat at the Governing Board of Directors table. The term for this Governing Board Director position is the same as what is outlined above in the inaugural year 2021.

Procedural:

- Attend all Governing Board Director and SC meetings
- Oversee the governance and strategic direction of LTSA and support the Chair of the Governing Board to fulfill their duties and responsibilities to a high standard
- Chair meetings of the SC in a competent and professional manner that adhere to standard meeting protocols and procedures
- Chair extraordinary meetings of the SC
- Where requested, meet with the Vice Chancellor, DVC Students, or their representatives on a regular basis
- Support, mentor and guide other Student Council Representatives (SCR) as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA
- Meet regularly with the Chief Executive Officer (CEO) or the LTSA team member on the respective campus on all matters pertaining to LTSA (in person or virtually)
- In collaboration with the CEO and Governing Board of Directors, oversee the strategic direction of LTSA and act as a sound and knowledgeable voice of the Board and SC
- In collaboration with the Governing Board of Directors, work with the University to establish a Memorandum of Understanding/Student Partnership Agreement

Administrative:

- As a member of the Governing Board of Directors, assist the Chair to ensure the CEO implements the policy decisions of the Board
- As a member of the Governing Board of Directors, assist the Chair to ensure that the CEO is competently leading LTSA and undertaking all duties as outlined in the CEO position description
- Act on advice from the CEO when determining policy between SC and Board meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the CEO
- As a member of the Governing Board of Directors, ensure that policies and procedures are upheld and reviewed to advance LTSA
- Keep abreast of the financial position of LTSA and disseminate pertinent information to the SC when necessary

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, coordinate and assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University

- In collaboration with LTSA team, communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the Chair of the Governing Board, represent LTSA in official dealings with external community or business organisations
- Only when delegated by the Chair of the Governing Board, act as the spokesperson for LTSA with official dealings with the media representing the views of the student body. This may at times conflict with the University's position.
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- Engage with the public when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within, and to regularly assess LTSA strategic position
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

VICE PRESIDENT – Executive Member - Student Council (SC)

The Vice President has some additional duties to that of the other SC representatives. The Vice President shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Vice President shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all SC meetings
- When required, undertake all duties of the President of the SC in the absence of the President, chair meetings of the SC in a competent and professional manner that adhere to standard meeting protocols and procedures
- Support SCRs to fulfill their duties and responsibilities to a high standard
- When required, undertake duties of the President in the absence of the President, chair extraordinary meetings of SC
- Where requested, meet with the Vice Chancellor, DVC Students, or their representatives on a regular basis
- Support and guide other SCRs as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA
- In collaboration with the CEO and President of the respective SC, oversee the strategic direction of LTSA and act as a sound and knowledgeable voice of the SC

Administrative:

- As a member of the SC, assist the President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings

- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO
- Keep abreast of the financial position of LTSA and disseminate pertinent information to the SC on behalf of the President when necessary

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within, and to regularly assess LTSA strategic position
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

GENERAL SECRETARY – Executive Member - Student Council (SC)

The General Secretary has some additional duties to that of the other SC representatives. The General Secretary shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the General Secretary shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all SC meetings
- In close collaboration with the President or in their absence, the Vice President, schedule SC meetings, prepare all agendas of the SC and take minutes of all SC meetings
- Provide minutes for review to the President or Vice President within 48 hours of the meeting
- In collaboration with the CEO, President and Vice President regularly check the financials of LTSA to ensure it remains solvent
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA

- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO
- Keep abreast of the financial position of LTSA

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

EDUCATION OFFICER – Non-executive portfolio - Student Council (SC)

The Education Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Education Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO
- Coordinate and implement the respective SCs education campaigns as directed by the SC in cooperation with the President

- Develop education campaign proposals for consideration by the SC

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

WOMEN'S OFFICER – Non-executive portfolio - Student Council (SC)

The Women's Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Women's Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Identify as a woman
- Act as an advocate on behalf of women students supporting them to uncompromisingly express their identity
- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO
- Coordinate and implement the respective SC campaigns as directed by the SC in cooperation with the President on issues of importance to women students

- Assist with the development and establishment of a Women's Sub-committee of LTSA involving all campuses

Representation and Community Engagement:

- Be the spokesperson of women students
- Ensure that women students are referred to relevant LTSA and campus or non-campus services in relation to personal and academic matters
- Liaise and network with other women's organisations and bodies both on campus, within the University and outside the University
- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

LGBTIQA+ OFFICER – Non-executive portfolio - Student Council (SC)

The LGBTIQA+ Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the LGBTIQA+ Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Identify as a member of the LGBTIQA+ community
- Act as an advocate on behalf of LGBTIQA+ students supporting them to uncompromisingly express their identity
- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO
- Coordinate and implement the respective SCs campaigns as directed by the SC in cooperation with the President on issues of importance to LGBTIQ+ students
- Communicate the views of LGBTIQ+ students to the SC
- Work in collaboration with the LGBTIQ+ Clubs & Societies based on the respective campus

Representation and Community Engagement:

- Be the spokesperson of LGBTIQ+ students
- Ensure that LGBTIQ+ students are referred to relevant LTSA and campus or non-campus services in relation to personal and academic matters
- Liaise and network with other organisations and bodies both on campus, within the University and outside the University that provide support and representation for people that identify as LGBTIQ+
- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

WELFARE OFFICER – Non-executive portfolio - Student Council (SC)

The Welfare Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Welfare Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required

- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- Coordinate and implement SC welfare campaigns as directed by SC, working with LTSA Advocacy, Financial Counselling and Legal teams
- Liaise and network with local, State and National welfare and community sector groups and peak bodies to support students
- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

MATURE AGE OFFICER – Non-executive portfolio - Student Council (SC)

The Mature Age Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Mature Age Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Fall within the age range to identify as a mature age student
- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required

- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- Coordinate and implement SC mature age campaigns as directed by SC
- Liaise and network with mature age students on the respective SC campus to adequately represent their needs to the SC
- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

POSTGRADUATE COURSEWORK AND/OR RESEARCH OFFICER – Non-executive portfolio - Student Council (SC)

The Postgraduate Coursework and/or Research Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Postgraduate Coursework and/or Research Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Be a Postgraduate Coursework and/or Research Student
- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required

- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- Coordinate and implement SC Postgraduate Coursework and/or Research campaigns on issues of importance in collaboration with the SC
- Liaise and network with Postgraduate Coursework and/or Research students on the respective SC campus to adequately represent their needs to the SC
- Liaise with other bodies that provide representation and personal, academic support to Postgraduate Coursework and/or Research students on the respective campus, including but not limited to: academics, supervisors, advocacy, financial support
- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

FIRST NATIONS/INDIGENOUS OFFICER – Non-executive portfolio - Student Council (SC)

The First Nations/Indigenous Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the First Nations/Indigenous Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Identify as Indigenous/Aboriginal or Torres Strait Islander
- Advocate on behalf of Indigenous students on the respective campus supporting them to uncompromisingly express their identity
- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- Coordinate and implement campaigns on issues of importance to Indigenous students, in collaboration with the SC
- Liaise and network with Indigenous students on the respective SC campus to adequately represent their needs and views to the SC
- Liaise with the LTU Indigenous Unit on the respective campus and work in collaboration to achieve productive outcomes for students
- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Liaise with the local Indigenous community groups and referral networks both within the LTSA, University and broader community to support students
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

ENVIRONMENT/SUSTAINABILITY OFFICER – Non-executive portfolio - Student Council (SC)

The Environment/Sustainability Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Environment/Sustainability Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- Coordinate and implement environmental and sustainability campaigns in collaboration with the SC
- Ensure that LTSA is meeting and exceeding its sustainability goals and formulating its vision for future goals
- Work with the SC to consider a declaration of environmental emergency
- Liaise with the University on the Net Zero strategy and how LTSA may collaborate on this
- Liaise and network with the University, Local, State and National environmental groups
- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within

- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

SOCIAL ACTIVITIES OFFICER – Non-executive portfolio - Student Council (SC)

The Social Activities Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Social Activities Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- In collaboration with the Events Engagement Teams and Student Support & Engagement Officers, help to plan, organise, and implement social activities and events on the respective campus that are run under LTSA's name
- Ensure that LTSA is providing a diverse and inclusive social activity program that students want and will engage in
- Work with LTSA Events team to develop a Social Calendar of events for the year for the respective campus
- Work with the SC to ensure successful events and activities are conducted
- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary

- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

CLUBS OFFICER – Non-executive portfolio - Student Council (SC)

The Clubs Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Clubs Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Be a member of at least one Club where possible keeping in mind that smaller campuses are yet to have fully functioning Clubs program
- Support students to start Clubs on the respective campuses
- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- In collaboration with the Clubs Engagement Teams and/or Student Support & Engagement Officers, support a successful Clubs program on the respective campus
- Ensure that LTSA is providing a diverse and inclusive Clubs program that students want and will engage in
- Work with LTSA Clubs Engagement team to administer effective Clubs training and facilitate some of this training in collaboration with the Clubs Engagement Team
- Promote the benefits of joining Clubs & Societies to students and advocate LTSA's program
- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate

- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

ACCESSIBILITY OFFICER – Non-executive portfolio - STUDENT COUNCIL (SC)

The Accessibility Officer shall be directly appointed from within the SC and will hold this position for a one-year term. In the inaugural election year being 2021, the Accessibility Officer shall hold this position from the date of being elected by the SC up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Advocate for students with a disability
- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- Advise the SC on any practice that may be deemed inappropriate, or may discourage those living with disabilities from joining and attending LTSA events and activities
- Actively runs campaigns and work with similar advocacy groups, university, or external organisations to ensure the best interest of students living with disabilities is considered
- Work with LTSA Advocacy and University Accessibility team for the betterment of students living with a disability on the respective campus
- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually

- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

ETHNOCULTURAL OFFICER – Non-executive portfolio - STUDENT COUNCIL (SC)

The Ethnocultural Officer will hold positions for a one-year term. In the inaugural election year being 2021, the Ethnocultural Officer shall hold this position from the date of being elected up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all SC meetings
- Advocate for students who identify from ethnic, cultural, and religious minorities, including people of colour, supporting them to uncompromisingly express their identity
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.

- Support students with their health and wellbeing by referring students to support services with LTSA, LTU and other external community networks
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within
- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU

ORDINARY COUNCIL MEMBERS – Non-executive portfolio - STUDENT COUNCIL

Ordinary Council Members will hold positions for a one-year term. In the inaugural election year being 2021, Ordinary Council Members shall hold these positions from the date of being elected up to and including 31st October 2021. Whilst it is recognised this is not a full term, the election cycle does not support a complete 12-month term in LTSA's inaugural year of operations. The duties for this role are outlined below and cover the following key areas of responsibility: procedural, administrative, representation and community engagement.

Procedural:

- Attend all SC meetings
- Support SCRs to fulfill their duties and responsibilities to a high standard
- Support and guide other SCR as required
- Provide a written report at every meeting of the SC, that details all the activities undertaken in that period on behalf of LTSA
- Regularly liaise with the other members of the SC for the purpose of informing and discussing issues pertaining to LTSA

Administrative:

- As a member of the SC, assist the President and Vice President to ensure that policies and procedures are upheld and reviewed to advance LTSA
- Act on advice from the CEO when determining policy between SC meetings
- Monitor the activities of LTSA between meetings of the SC in consultation with the President and the CEO

Representation and Community Engagement:

- Be available for consultation on campus or virtually as often as is practicable and in collaboration with the SC, assist in facilitating a minimum of four (4) Listening Posts for students annually to receive feedback from students about LTSA and the University
- In collaboration with LTSA team, support the President and Vice President to communicate the activities of the SC to students, using any means considered appropriate
- Attend LTSA events and activities either on campus or virtually
- Represent LTSA in official dealings with La Trobe University where appropriate
- Where appropriate or when delegated by the President, represent LTSA in official dealings with external community or business organisations
- Actively encourage membership of LTSA Ltd.
- Engage with other LTSA SCs university wide, La Trobe University student organisations, and student organisations from other universities when necessary
- With the assistance of the CEO, have a sound contemporary knowledge of the strategic realities that LTSA operates within

- At all times demonstrate servant leadership, professionalism, tact, diplomacy, and initiative on behalf of LTSA and support the vision of making student life better for every enrolled student at LTU