



## **ROLE STATEMENT**

### **Committee of Management**

#### **Title: President**

Under the direction of the Student Guild Committee of Management, the USC Student Guild President will work to create, communicate and implement the Student Guild's vision, mission and overall direction.

#### **Duties can include:**

1. To lead, guide and evaluate the work of the Committee of Management members.
2. To delegate roles and responsibilities to Committee of Management members in an equitable and considerate manner.
3. To attend and chair monthly Committee of Management meetings.
4. To collaborate with the Student Guild Committee of Management to set the strategic direction of the Student Guild, and to oversee the operation in accordance with this direction.
5. To collaborate with the Student Guild Committee of Management and Student Guild Operations Manager to develop the annual budget and events plan.
6. To meet regularly with the Student Guild Operations Manager in order to stay updated on the staff and the day-to-day operations of the Student Guild.
7. To maintain awareness of the sector landscape, including large changes in policy or direction internal to the Student Guild or external with the affiliated University.
8. To frequently represent and advocate for the Student Guild and USC Student Body in civic and University forums.
9. To act as a Student Guild representative on working committees, groups or panels where a student leader is requested, including but not limited to external community organisations, misconduct hearing panels, University working groups, and the Student Senate.
10. To provide written or verbal feedback on behalf of the Student Guild and USC Student Body when requested, including quarterly reports to the Student Senate.
11. To make the President available to members of the Student Guild through attendance at Student Guild events and activities.
12. To report the activities of the President back to the Committee of Management, including reporting on working committees, groups or panels

## **Committee of Management**

### **Title: Vice President (Events and Marketing)**

Under the direction of the Student Guild Committee of Management, the USC Student Guild Vice-President will work to create, communicate and implement the Student Guild's vision, mission and overall direction.

### **Duties can include:**

1. To lead, guide and evaluate the work of the Committee of Management members in the absence of the Student Guild President.
2. To attend and chair monthly Committee of Management meetings in the absence of the Student Guild President.
3. To collaborate with the Student Guild Committee of Management to set the strategic direction of the Student Guild, and to oversee the operation in accordance with this direction.
4. To meet regularly with the Student Guild Engagement Officer(s) in order to stay updated on the events and activities of the Student Guild.
5. To act as a Student Guild representative on working committees, groups or panels where delegate by the Student Guild President, including but no limited to external community organisations, misconduct hearing panels, University working groups, and the Student Senate.
6. To provide written or verbal feedback on behalf of the Student Guild and USC Student Body when requested by the Student Guild President.
7. To report on the events and activities of the Student Guild during Committee of Management meetings.

## **Committee of Management**

### **Title: Vice President (Clubs and Societies)**

Under the direction of the Student Guild Committee of Management, the USC Student Guild Vice-President will work to create, communicate and implement the Student Guild's vision, mission and overall direction.

### **Duties can include:**

1. To lead, guide and evaluate the work of the Committee of Management members in the absence of the Student Guild President.
2. To attend and chair monthly Committee of Management meetings in the absence of the Student Guild President.
3. To collaborate with the Student Guild Committee of Management to set the strategic direction of the Student Guild, and to oversee the operation in accordance with this direction.
4. To meet regularly with the Student Guild Engagement Officer(s) in order to stay updated on the operations of the Clubs and Societies of the Student Guild.
5. To act as a Student Guild representative on working committees, groups or panels where delegate by the Student Guild President, including but no limited to external community organisations, misconduct hearing panels, University working groups, and the Student Senate.
6. To provide written or verbal feedback on behalf of the Student Guild and USC Student Body when requested by the Student Guild President.
7. To report on the affiliated clubs and societies of the Student Guild during Committee of Management meetings.
8. To present club affiliation and funding applications for approval during Student Guild Committee of Management meetings.
9. To make the Vice-President (Clubs and Societies) available to members of the Student Guild through attendance at club-focused Student Guild events (e.g. Orientation Week, Market Days).
10. To represent the Student Guild by attending Club and Societies events, annual general meetings, and committee meetings (when requested).

## **Committee of Management**

### **Title: Treasurer**

Under the direction of the Student Guild Committee of Management, the USC Student Guild Treasurer will work to create, communicate and implement the Student Guild's vision, mission and overall direction.

### **Duties can include:**

1. To attend monthly Committee of Management meetings.
2. To collaborate with the Student Guild Committee of Management to set the strategic direction of the Student Guild, and to oversee the operation in accordance with this direction.
3. To meet regularly with the Student Guild Finance Officer in order to stay updated on the financial operations of the Student Guild, including checking monthly bank reconciliations and profit and loss statements.
4. To act as a Student Guild representative on working committees, groups or panels where delegate by the Student Guild President, including but no limited to external community organisations, misconduct hearing panels, University working groups, and the Student Senate.
5. To provide written or verbal feedback on behalf of the Student Guild and USC Student Body when requested by the Student Guild President.
6. To report on the financial operations of the Student Guild during Committee of Management meetings.
7. To present budget or financial-related motions for approval during Student Guild Committee of Management meetings.
8. To take part in the annual audit proves and advise the Committee of Management regarding this process.
9. To act as a signatory to bank accounts.

## **Committee of Management**

### **Title: Secretary**

Under the direction of the Student Guild Committee of Management, the USC Student Guild Secretary will work to create, communicate and implement the Student Guild's vision, mission and overall direction.

### **Duties can include:**

1. To attend monthly Committee of Management meetings.
2. To document true and accurate records of proceedings of meetings in accordance with an agreed meeting minute or meeting note format.
3. To keep a record of all Student Guild Committee of Management obligations, appointments to external or internal groups, and invitations.
4. To collaborate with the Student Guild Committee of Management to set the strategic direction of the Student Guild, and to oversee the operation in accordance with this direction.
5. To act as a Student Guild representative on working committees, groups or panels where delegate by the Student Guild President, including but no limited to external community organisations, misconduct hearing panels, University working groups, and the Student Senate.
6. To provide written or verbal feedback on behalf of the Student Guild and USC Student Body when requested by the Student Guild President.

## **Committee of Management**

### **Title: Board Member**

Under the direction of the Student Guild Committee of Management, the USC Student Guild Board Member will work to create, communicate and implement the Student Guild's vision, mission and overall direction.

### **Duties can include:**

1. To attend monthly Committee of Management meetings.
2. To collaborate with the Student Guild Committee of Management to set the strategic direction of the Student Guild, and to oversee the operation in accordance with this direction.
3. To act as a Student Guild representative on working committees, groups or panels where delegate by the Student Guild President, including but no limited to external community organisations, misconduct hearing panels, University working groups, and the Student Senate.
4. To provide written or verbal feedback on behalf of the Student Guild and USC Student Body when requested by the Student Guild President.