

# Position Description

## Clubs & Societies Student Representative

The Clubs and Societies Student Representative works to advocate on behalf of all Federation University students who are engaged in clubs and societies, whether on an Executive Committee of a club or society, or a member of a club or society. This position is open to students who hold a position on an Executive Committee of a FedUni club or society. The successful student elected into this position will carry out the role for a 24-month term from 1 November to 31 October. Students who anticipate graduating during their term are welcome to apply.

### Key Responsibilities

- Attend up to 8 Senate meetings per year alternating between Ballarat, Gippsland, Berwick and Horsham campuses
- Organise, promote and run 2 Student forums on your campus inviting students to meet you and discuss ideas and issues
- Gather feedback from students at your campus through a variety of Senate communication channels
- Work with the Student Engagement team to enhance the network of clubs and societies and support available to them
- Support clubs and societies to promote events and activities to the wider student body
- Be proactive in your approach to working on student issues by meeting with key staff members to highlight issues with them, researching realistic solutions and assisting to implement and promote changes made
- Support the promotion of the Student Senate and all action carried out by providing content for social media to the Communication portfolio Chair on a monthly basis
- Give a student voice to university projects and consultation processes
- Prepare a written member report ahead of each meeting, outlining student issues and projects that you are working on, for distribution with Meeting Agendas, which you will present at the meeting
- Take an active role in one of the four portfolios and targeting specific issues within the portfolio. Portfolios include Communications, Student Connect, ITS/Facilities and Academic. Attend Portfolio meetings (either by phone, video conference or in person) between each main Senate Meeting

### Examples of Actions

- Opening a bar on campus available to students and to add atmosphere to the campus community
- Encouraging more social activities across other campuses such as a pot and parma night at the Horsham campus
- Working with the Student Engagement team to create a clubs and societies manual

**Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_