

# Position Description

## Appeals Committee Student Representative

The Appeals Committee representative acts as a liaison point between the Student Senate and the committee. This representative receives updates on Appeals business every six weeks with the option to meet regularly or as required with the Chair of Appeals to investigate trends, issues, hotspots, and etc. There is no requirement for this representative to attend appeals hearings. The representative feeds these insights and data back to the Senate. 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 meetings per year alternating between campuses (transport arrangements provided by the University, meetings may be attended via video conferencing if necessary).
- Act as the liaison between the Appeals Committee and Senate.
- Assist campus reps to promote and run one forum on campus per semester and work with reps at other campuses to seek feedback from students based at other campuses.
- Gather feedback from students through a variety of Senate communication channels.
- 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.
- 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.
- 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.
- Actively contribute to discussions at meetings, providing feedback from relevant student groups in relation to actions, policies and new developments within FedUni.

### Examples of Actions

- Reviewing changes made exam process, giving feedback and solutions to the exams team
- Increasing the time course descriptions and booklists are released prior to the start of semester
- Connecting students to key support services
- Supporting students who are facing issues with their course moving online

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

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