



JOB DESCRIPTION FORM

JOB TITLE	CHAIR, SOCIETY AND ACTIVITIES BOARD
<i>Reports To</i>	Societies and Activities Board, President and Senate
<i>Approved By</i>	Senate <i>Date</i> 27 Jan 2006

OBJECTIVES OF THE STUDENT GUILD

To provide relevant services to Guild members by:

- Opportunities for a wider education of experiences other than those being offered by a University curriculum.
- Opportunities for growth of student members in terms of recreational, sporting, social, intellectual, cultural and community conscious pursuits, thereby creating a more vibrant campus culture and a better quality university life.

BRIEF DESCRIPTION OF HOW THIS POSITION CONTRIBUTES TO THE STUDENT GUILD'S OBJECTIVES

- Represent the Student Guild to create a positive image with students and the University in accordance with Student Guild policies.
- Facilitate the Societies and Activities Board for with the aim of enhancing student life at the University in accordance with Student Guild policies.

STATEMENT OF KEY SERVICES

- Chair Societies and Activities Board meetings to enable information sharing and decision making in accordance with Guild Regulations, policies and procedures. Ensure appropriate records are kept of meetings, planning and expenditure.
- Report on Societies and Activities issues at Senate and Secretariat meetings to enable information sharing and decision making in accordance with Guild regulations, policies and procedures.
- Co-ordinate activities to affiliate Societies and provide services to students in accordance with Guild policies and procedures. Includes planning and assisting in managing major social, sporting and cultural activities.
- Co-ordinate allocated resources to achieve Guild objectives in accordance with Guild policies and procedures.
- Market benefits of Guild membership and affiliation to promote Guild services in accordance with Guild policies and procedures.
- Identify relevant societies and activities issues to facilitate Guild decision making in accordance with Guild policies and procedures and student needs.

PERFORMANCE INDICATORS

FACILITATE MEETINGS

- Facilitate meetings of the Societies and Activities Board.
- A minimum of 12 meetings are conducted in a calendar year.
- Minutes of meetings are recorded in accordance with Guild regulations, policies and procedures.
- Minutes are to be prepared and circulated within agreed time frames.

REPRESENT THE SOCIETIES AND ACTIVITIES BOARD

- Attend Senate meetings.
- Attend Secretariat meetings.
- Societies and Activities Board reports contain accurate, current and relevant information.
- Societies and Activities Board reports are submitted within agreed time frames.

CO-ORDINATE APPROVED ACTIVITIES

- Implement policies of the Guild on Societies and Activities issues in accordance with Senate requirements.
- Approved activities reflect credit on the ECU Student Guild.
- Approved activities are completed within agreed time frames.
- Reports on the outcomes of approved activities are submitted within agreed time frames.
- Reports contain accurate and correct information.

CO-ORDINATE ALLOCATED RESOURCES

- Allocated resources are used in accordance with Senate approval.
- Reports on the use of allocated resources are submitted within agreed time frames.
- Reports on the use of allocated resources contain details and reasons for variations from approval.

MARKET GUILD SERVICES

- Marketing proposals obtain Senate approval.
- Marketing proposals reflect credit on the ECU Student Guild.
- Reports on the outcomes of marketing activities are submitted within agreed time frames.

IDENTIFYING RELEVANT ISSUES

- Liaise with relevant Guild staff about significant Societies and Activities issues, as they relate to, and affect Guild members.
- Relevant issues are brought to the attention of the Senate in a timely manner.
- Recommendations on identified issues conform with Guild regulations, policies and procedures.

DESIRABLE SKILLS OR EXPERIENCE

- Enjoy participating in social activities.
- Understand and identify with student values and interests.
- Work with and relate to people of all ages and backgrounds.
- Work in accordance with organisational policies and procedures.
- Chair effective formal and informal meetings.
- Organise large and small scale social activities.
- Account accurately for resources provided.
- Research issues and prepare formal reports according to guidelines.
- Market an organisation and its services.
- Work within and have knowledge of a higher education institution.
- Work independently and as part of a small work team.
- Review, evaluate and recommend changes to programs and procedures.
- Encourage formation of Societies.