

ROLE DESCRIPTION

As of August 2024

Title: Student Executive Advisory Committee Member

Location: Our Community House – 552 Victoria St, North Melbourne. Hybrid options available.

Classification: Volunteer

Role Overview

The VicSRC Student Executive Advisory Committee is elected annually by the VicSRC Student Community to work alongside the Board of Trustees to provide strategic governance and leadership to the running of the organisation.

The Student Executive Advisory Committee provides the valuable insight and experiences of Victorian students to the program, research, and policy direction of VicSRC. They ensure that the organisation remains student-led by advising the board on governance activities and strategic priorities.

Working closely with the Board of Trustees and Chief Executive Officer (CEO), the Student Executive Advisory Committee is responsible for providing guidance and oversight to the organisation, ensuring VicSRC's day-to-day work aligns with its vision, mission and goals, effectively engaging in the issues most important to Victoria's students.

Key Responsibilities

Strategic Governance

- Work in partnership with the Board of Trustees and CEO to improve VicSRC's performance through strategy setting and policy making, including ensuring adequate resources.
- Maintain the vision and mission of VicSRC, considering the viewpoints of all relevant stakeholders when making decisions.
- Monitor and evaluate VicSRC's performance against the agreed goals and objectives.
- Delegate responsibility for the administration of operations to the CEO.
- With support from the Board of Trustees, provide oversight and direction to the CEO to effectively manage risk for the organisation.
- Provide guidance and oversight to VicSRC staff on effectively engaging with students.

Advocacy and Representation

- Consult regularly with students to ensure you are effectively representing their views and priorities.
- Promote the values and benefits of student voice in all aspects of education decision making.
- Represent VicSRC and its purpose, programs, and services in a strong and positive light.

Engagement

- Maintain a collaborative working relationship with the Board of Trustees, CEO and other relevant VicSRC staff to support the effective leadership of the organisation.

Reporting

The Student Executive Advisory Committee is supported by the Executive Officer, who is the primary contact for all Student Executive Advisory Committee members. The Student Executive Advisory Committee may also engage with the Board of Trustees, the CEO and other relevant staff from time-to-time.

Commitment Required

Term of Appointment

Student Executive Advisory Committee members are appointed for an initial 12-month term, with the possibility of renominating for additional terms.

Time Commitment

- The Student Executive Advisory Committee typically meets on the last Saturday of each month.
- Student Executive Advisory Committee meetings run for 2 hours and are conducted as hybrid meetings via Zoom and in-person at VicSRC's office in North Melbourne.
- The Student Executive Advisory Committee are required to attend two multi-day camps throughout their term. The first is held in January as part of the induction process, the second is held in the Term 1 school holiday period. Both camps typically run for 3 to 5 days.
- Student Executive Advisory Committee members are expected to attend at least one Board meeting throughout their 12-month term.
- Board meetings are typically held every 2 months in the evening, and are conducted as hybrid meetings via Zoom and in-person at VicSRC's office in North Melbourne.

VicSRC Victorian Student Representative Council

- Student Executive Advisory Committee members are required to attend Congress, which is a full-day event typically held in September.
- They are also required to attend a minimum of two training sessions in the lead-up to Congress.
- Student Executive Advisory Committee members are expected to attend a minimum of 80% of all meetings and events. Failure to do so will result in disciplinary action.
- ***All students appointed to the Student Executive Advisory Committee are expected to manage their time appropriately and demonstrate commitment in their preparation and contribution to Committee meetings.***
- ***Students should consider any existing and anticipated demands on their time.***

Remuneration

Reimbursement of costs associated with attendance at VicSRC engagements is available to all Student Executive Advisory Committee members. VicSRC will arrange accommodation, transport and meals for all multi-day and offsite events, where relevant and appropriate. VicSRC will also provide accommodation to students from rural and regional areas who wish to attend an event in-person.

Key Contacts

Georgia Cutajar

Executive Officer

0447 691 372

georgia@vicsrc.org.au

Julia Baron

Chief Executive Officer

0411 679 050

ceo@vicsrc.org.au

Howard Choo

Board Chairperson

howard@board.vicsrc.org.au

Resources

Attachment 1: [Modern governance and community groups](#)