

# VICSRC STUDENT EXECUTIVE ADVISORY COMMITTEE 2024 POSITION DESCRIPTION

## Key details

**Position title:** VicSRC Student Executive Advisory Committee ('Executive Committee') member 2024

**Main location:** VicSRC Office, Our Community House, 55 Victoria Street, North Melbourne

**Period:** January 2024 – December 2024

## Benefits of volunteering on the VicSRC Executive Committee

VicSRC was created by students to be a voice for students at the highest levels of decision-making in Victorian education. It is the only student-led, education-based advocacy organisation in Australia! This is a unique opportunity to be part of making change in education. Through this role you will:

- Work collaboratively to create a more equitable and effective education system in Victoria.
- Create connections and networks that will support you in training and employment.
- Develop leadership skills and governance experience and understanding.
- Develop your organisation, public speaking and presentation skills.
- Access training, mentoring, and skill development.
- Lead state-wide student-led advocacy and activities with support from staff.
- Make new friends and meet people from all areas of the community.

## Commitment required

All Executive Committee members must be able to attend the following events.

Date*	Event	Location
Late November 2023	Meet & Greet, and handover from outgoing Executive Committee.	VicSRC office, Melbourne
December 2023	Student Voice Extravaganza	Melbourne
January 2024	Induction Camp	Melbourne (accommodation provided)
April 2024 Holidays	Planning Days	Melbourne
June 2024 School Holidays	Regional Camp	Regional Victoria

<b>One Saturday a month, 12.30-4.30pm</b>	Monthly Executive Committee meetings. Generally the last Saturday of the month.	Primarily at VicSRC office in Melbourne but with online options
<b>Date TBC</b>	VicSRC Congress 2024	
<b>Ongoing</b>	Attendance and leadership at VicSRC core events as required  Attendance at a minimum of one Board of Trustees meeting throughout the Exec term	

*\*These dates are subject to change.*

Executive Committee members also need to spend on average 2 hours per week on VicSRC-related work, which may include:

- Reading minutes, agenda, and VicSRC staff reports before every meeting.
- Attending VicSRC engagements such as meetings with education stakeholders, including the Minister for Education, and VicSRC Board meetings.
- Responding to texts, emails and/or group posts within 24 hours on a weekday.
- Regular meetings with Executive sub-committees, adult Board of Trustees and/or staff members.

If an Executive Committee member can't meet these requirements, their position may be reviewed by their fellow Executive Committee members.

## **Role overview**

The VicSRC Executive Committee is elected annually by the VicSRC Student Community. It does the following:

- Works with the Chief Executive Officer and the Board of Trustees to lead the organisation based on their understanding of Victorian students' needs.
- Determines VicSRC's response to and position on key education issues on behalf of Victorian students. For example:
  - VicSRC students have provided evidence on behalf of Victorian students in several education-related government enquiries
  - VicSRC submits recommendations and advice to government through formal policy submissions
  - VicSRC's **Policy Platform** was written in partnership with the Executive Committee
- Represents Victorian students at the state level and advocates for positive change in education
- Upholds the **principles and values** of VicSRC in all areas of their work and lives

The VicSRC Executive Committee is elected annually by the VicSRC Student Community.

Each Executive Committee member will be part of 1-2 sub-committees as determined by the team. More information about the sub-committees is included below.

## Key responsibilities

### Leadership and governance of VicSRC

- Maintain the vision, mission and values of the VicSRC
- Make important decisions about the direction and future of the organisation
- Consider and approve short term and long-term strategies
- Consider and approve VicSRC staff report monthly
- Consider and reduce risks to the organisation
- For more information on what governance is please visit [this website](#).

### Advocacy and representation

- Consult with students by regularly talking to them about their views and ideas
- Promote and represent student voice at all levels of decision making including at school, community and at a state level
- Attend VicSRC events
- Engage and build connections/relationships with key stakeholders
- Represent the organisation and its key messages at different events, engagements and other external opportunities.
- Share VicSRC communications through personal social media channels

### Organisation

- Attend all major VicSRC events as outlined above
- Take on a leadership role at Congress and other core VicSRC events

## Responsibilities of sub-committees

Each Executive Committee member will be part of 1-2 sub-committees as determined by the team. Each sub-committee's work will be based on the Strategic Plan, VicSRC Policy Platform, and the priorities from Congress. The purpose of these sub-committees is to:

- Allow Executive Committee members to focus and upskill in their chosen interest areas.
- Maintain clear lines of communication, accountability and workflow throughout the Executive Committee term.

The exact sub-committees will be determined by the Executive Committee and will cover the following areas:

### Advocacy

- Work with staff and mentors to develop and implement action plans for VicSRC's advocacy priorities from Congress. This will include:
  - Interpreting data from Congress.
  - Identifying measurable advocacy wins within the Congress action plans.
  - Developing and maintaining relationships with other organisations to support VicSRC advocacy.

- Creating communications strategies.
- Develop advocacy campaigns to support asks identified by students at Congress.
- Coordinate involvement of students outside of the Executive Committee (for example, VicSRC Ambassadors and/or Student Community) in advocacy campaigns.

### **Decision-making and forward planning**

- Work in partnership with the Board of Trustees.
- Attend monthly Board of Trustees meetings on a rotating basis.
- Represent VicSRC Executive Committee when making decisions on organisational issues such as internal policies, planning and strategy, fundraising etc.
- Make sure VicSRC's work is aligned to the strategic plan.
- Consider opportunities and risks to the organisation, including financial, reputational and those associated with staff members and volunteers.
- Appoint new VicSRC staff as part of a recruitment team. This includes shortlisting and interviewing candidates as part of a panel.

### **Events**

- Work with staff to plan for our annual events:
  - Congress
  - Student Voice Extravaganza
  - Annual General Meeting
- Co-facilitate training sessions for students and teachers with VicSRC staff.
- Advise on any other events and/or programs as required.

### **Communications/Media**

- Work with staff on external-facing communications.
- Advise on student focused communications, including:
  - Student Community newsletters
  - VicSRC social media
- Coordinate communications content including:
  - Advocacy campaigns
  - Updates from meetings with external organisations such as the Department of Education and Training
- Develop media releases and responses in partnership with the Communications team, including speaking to media on behalf of VicSRC with guidance from staff.

## Engagements

- Work with the Chief Executive Officer to attend and speak on behalf of the organisation at external engagements (meetings, conference, workshops etc).
- Read background papers in preparation for meetings.
- Maintain a good understanding of VicSRC advocacy areas and use engagements as opportunities for promoting VicSRC's advocacy positions.
- Regular engagements including regular meetings each term for:
  - Department of Education and Training reform reference groups – Mental Health in Schools and Senior Secondary.
  - Marrung Central Governance Committee –Government and community education-based organisations that advise on the ongoing implementation of the Marrung education strategy for Koorie students in Victorian Government schools.
  - LGBTIQ+ Education Reference Group –Government, Catholic and private education-based organisations advise on the delivery of LGBTIQ+ education programs in all Victorian schools.
  - Complaints Management Reference Group.

## Main contacts

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