

ACPE STUDENT REPRESENTATIVE COUNCIL – TERMS OF REFERENCE

1.0 Purpose

1.1 The Student Representative Council (SRC) has been established with the following functions:

- 1.1.1 to act as a channel for communication between the College and the student community on matters affecting the academic and social wellbeing of students
- 1.1.2 to consult, advise and provide feedback to the Associate Dean (Programs & Quality) and Director of Student Services and Campus Wellbeing

2.0 Scope and Responsibilities

2.1 The Student Representative Council will be responsible for advising the Associate Dean (Programs and Quality) and Director of Student Services on:

- 2.1.1 the effectiveness and comprehensiveness of student service delivery
- 2.1.2 teaching and learning matters of concern to students
- 2.1.3 policies and procedures affecting students
- 2.1.4 campus life and activities, and support

3.0 Membership

STUDENT MEMBERS	MODE OF ELECTION/APPOINTMENT
Student Representative on Academic Board	
Student Representative on Academic Board	
Postgraduate Sports Business	Self-nominated and elected by and from college student body
Undergraduate Student Representative, Education	Self-nominated and elected by and from college student body
Undergraduate Student Representative, Dance	Self-nominated and elected by and from college student body
Undergraduate Student Representative, Health Science	Self-nominated and elected by and from college student body
Undergraduate Student Representative, Sports Performance	Self-nominated and elected by and from college student body

Undergraduate Student Representative, Sports Business	Self-nominated and elected by and from college student body
Online Cohort	Self-nominated and elected by and from college student body
Indigenous Student	Self-nominated and elected by and from college student body
International Student	Self-nominated and elected by and from college student body
Diversity & Equity representative	Self-nominated and elected by and from college student body
Elite Athlete	Self-nominated and elected by and from college student body
SRC Executive Staff Members	
Associate Dean (Programs & Quality)	Member
Director of Student Services and Campus Wellbeing	Member
Student Engagement Manager	Member
Partnerships Manager	Member

4.0 Chair

4.1 The Student Representative Council will be chaired by a student elected annually from the student SRC membership.

5.0 Rights of Audience and Debate

5.1 The SRC may co-opt additional members for specified purposes as required

5.2 The SRC may seek provision of support and advice from areas within the College

6.0 Student Members & Eligibility

6.1 Student members must be enrolled in at least one unit in an ACPE course of study to be eligible for membership. If a student member withdraws from their course of study or takes leave of absence, their position will be declared vacant and filled in accordance with the provisions of the membership vacancies outlined in Clause 8.

6.2 An individual student may represent more than one category of student membership but will carry only one vote.

6.3 A student who has had any incident of misconduct is not eligible to be nominated or sit on the SRC

7.0 Elections

7.1 The election of student members elected directly to the SRC will align with (or form part of) the annual ACPE student election process.

7.2 Student Members will be elected directly by the College student body following nominations by students of their interest in being on the SRC

8.0 Vacancies

8.1 Where no student nomination is received for a particular category of membership or a vacancy occurs, the relevant Head of Department with the Associate Dean (Programs & Quality) and Director of Student Services and Campus Wellbeing will be responsible for nominating an eligible student that the SRC may then appoint to the position to ensure representation for that cohort, until such time as regular student election processes occur.

9.0 Quorum

9.1 The quorum for meetings of the SRC will be a minimum of six student members.

10.0 Term of Office

10.1 The term of office for elected student members to the SRC is one year.

10.2 If a student member ceases to be a member of the board/committee or group on which their membership is based, their position will be declared vacant.

11.0 Establishment of Working Groups

11.1 The Student Representative Council may establish working groups of an *ad hoc* nature as it deems appropriate.

12.0 Roles and Responsibilities of Student Members

12.1 Engage with peers to seek out views, concerns, suggestions, and feedback on relevant matters.

12.2 Present views in an objective, accurate and respectful manner.

12.3 Actively contribute to the SRC including preparation for, and participation in, meetings.

12.4 Relay meeting outcomes to peers.

12.5 Provide a brief biography and email contact details for inclusion on the ACPE webpage and available to all ACPE students.

12.6 Serve as ambassadors of the College and the values it espouses.

12.7 Comply with all College Policies and Procedures and the College Code of Conduct.

13.0 The Chair shall:

13.1 Set each meeting agenda following consultation with SRC members and relevant College staff as required;

- 13.2 Act as the primary point of contact between the College and SRC members.
- 13.3 Ensure all student inquiries are directed to the appropriate SRC representative for action;
- 13.4 Represent the SRC in College matters and meetings as appropriate; and
- 13.5 Create a list of priority areas and a work plan for the SRC for discussion at the first meeting of the year.

14.0 Committee Servicing

- 14.1 The College will provide administrative resources support to the SRC.
- 14.2 The call for agenda items will be no less than four weeks before each meeting and will be based on the priority actions created by the committee.
- 14.3 The agenda and supporting documentation will be circulated no less than five working days before each meeting.
- 14.4 Minutes and action items will be circulated within two weeks following each meeting.
- 14.5 Following confirmation, meeting minutes will be kept on record and available on request
- 14.6 Responses to action items from the College will be made in a timely manner
- 14.7 The Secretary to the SRC will ensure actions items are reported to the next meeting of the committee.

15.0 Frequency of Meetings

- 15.1 Meetings of the SRC will be held at least four times per year, with the dates to be determined in the first SRC meeting of the year.
- 15.2 The SRC may schedule additional meetings when deemed necessary.

16.0 Reporting

- 16.1 The SRC will report via Minutes to the SRC Executive Staff Members after each meeting.
- 16.2 The SRC Executive Staff Members will report annually to the CEO and Dean on the activities of the SRC

17.0 Performance Review

- 17.1 The SRC will review the Terms of Reference annually.
- 17.2 The SRC will assess its performance annually related to its purpose, duties and responsibilities.