

## Student Representative Council Committees Policy

Updated as of September 2018

The following Committee KPIs, drawn from the funding agreement between the AUU and the University of Adelaide, are directly relevant to the SRC:

7.1 Co-ordinate delegates for all meetings of relevant University of Adelaide Committees and ensure a minimum of 85% attendance during the year

7.2 Send capable delegates to meetings of the following University of Adelaide Committees:

*Academic Board x 3 (2 Undergraduate, 1 Postgraduate)*

*University Learning Committee (1 Undergraduate, 1 Postgraduate)*

*Research Education & Development Committee (1 Postgraduate)*

*APAEC – (1 Undergraduate, 1 Postgraduate)*

*Quality Enhancement Committee (1 Student)*

*Student Affairs Committee (4 Students)*

### **1. Appointing Committee Delegates**

a. The President and General Secretary will open a process at the first SRC meeting for SRC members to express their interest in being a student delegate on university committees. This process should be performed openly and with the possibility for all eligible SRC members to nominate.

b. This process must be as transparent as possible. When asking for expressions of interest, the following information must be made available for each committee the SRC is required to send delegates to: information about each committee, terms of reference and the number and type of student representatives required. SRC Members should have the requisite information in order to understand the responsibilities of being a student delegate.

c. The President and General Secretary should convey this information electronically and create a space for the information to be easily accessed such as on Slack, Dropbox etc. Copies of this information should also be kept in paper form in the SRC Office for members to access.

d. The President will consider all expressions of interest and match SRC members to the most appropriate committee.

e. All student delegate nominations should be confirmed, where possible, by the first SRC meeting of the following year.

f. In the case of ad hoc committees arising throughout the year, the President will have the authority to appoint SRC Members to the committee. Regard must be given to those who expressed interest

in being a student delegate at the beginning of the year.

## **2. Keeping Track of Committee Attendance**

- a. The President, General Secretary and SRC Administrator will create a spreadsheet of all committees the SRC is required to nominate student members to at the beginning of the year. All three individuals will have editing access to the spreadsheet.
- b. The spreadsheet will include information including but not limited to keeping track of committee attendance, committee contact details and meeting locations.
- c. The spreadsheet must be made available to all student delegates.
- d. The spreadsheet will be used to keep track of student delegates' committee attendance.
- e. Student delegates are required to report to The President, General Secretary or SRC Administrator following a committee meeting to confirm their attendance. In the case of a proxy attending meeting on the delegate's behalf, the delegate will be responsible for confirming the attendance of the proxy.
- f. A confirmation of attendance can be made either in person or electronically.
- g. The President, General Secretary or SRC Administrator will update the spreadsheet only after receiving a confirmation of attendance.
- g. If a student delegate consistently fails to confirm their attendance, it will be considered a serious and sustained failure to discharge their duties as an elected member of the SRC.

## **3. Student Delegate Responsibilities**

- a. The President and General Secretary will organise a student delegate training session at the beginning of the year. This session will be focused around the following, but not limited to: the purpose of student involvement in university committees, how to contribute effectively, sending apologies and reviewing meeting papers. It is crucial all student delegates understand their responsibilities while sitting on a committee. The President and General Secretary may look to inviting guest speakers such as, previous student representatives and/or university staff.
- b. All SRC Members that are appointed at student delegates to committees shall attend all meetings or, in the event they are unable, shall arrange a proxy student representative to attend on their behalf.
- c. If a student representative fails to organise a proxy on multiple occasions, it will be considered a serious and sustained failure to discharge their duties as an elected member of the SRC.
- d. Student delegates, following their confirmation as committee members, are expected to reach out to the executive officer/contact of their committee to introduce themselves and send any contact information required.

#### **4. Student Delegate Assistance**

- a. The SRC President will be responsible for providing support and direction to student delegates. This may include assisting in reviewing meeting papers, providing context to a particular issue and debriefing with delegates following meetings.
- b. The General Secretary shall send reminders to student delegates a week in advance of meetings.
- c. The General Secretary shall investigate an electronic notification system to be used in conjunction with their own manual reminders.

#### **5. Committee Reporting**

- a. All student delegates are required to submit a report of each committee meeting at the next Council meeting. The report must be informative and make note of issues that affect the student body.
- b. Delegates must carefully consider confidentiality when producing a report. If the meeting was strictly confidential, the delegate must still submit report to Council and making note the confidential nature of the meeting.
- c. The General Secretary will structure meeting papers as to have committee reports collated.
- d. Student delegates will not be required to speak to their report but will be required to answer questions from other Council members if required.
- e. If a student delegate consistently fails to submit a report to Council, it will be considered a serious and sustained failure to discharge their duties as an elected member of the SRC.
- f. The General Secretary will keep a record of all reports submitted to Council for future reference. These records will be kept electronically and on paper.
- g. The President and General Secretary will facilitate the publishing of two, six monthly reports from all committees the SRC is required to send student delegates to. These reports will be provided to the Council for discussion. All student delegates will be required to contribute to this report with a summary of key issues raised at the committee/s, relevant proposals by members of the Committee and other relevant information. If a student delegate fails to contribute to the six monthly reports to a sufficient standard, it will be considered a serious and sustained failure to discharge their duties as an elected member of the SRC.