# ROLE DESCRIPTION

**Chair of the Student Representative Committee (SRC)**

<table>
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<tr>
<th>Title: Chairperson of the Student Representative Committee</th>
<th>Date: March 2019</th>
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<tbody>
<tr>
<td>An opportunity exists for the appointment of a suitable candidate to the voluntary role as the Chairperson of the Macquarie University Student Representative Committee.</td>
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<td>• Candidates will not be current staff members or students of Macquarie University, but may have alumni or business connections to the University.</td>
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<td>• The term of office for the Chairperson of the SRC for two years.</td>
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### Benefits of the role

- Enhance your leadership and committee board skills
- Make a meaningful contribution to Macquarie University and the student community
- Shape the future direction of student representation at Macquarie

### Context

The Macquarie University Student Representative Committee (SRC) is the University’s peak consultative body for undergraduate and postgraduate students.

The Chairperson of the SRC will Chair the meetings of the SRC, and guide the committee to deliver good governance and effective operation of the SRC as required by its Constitution. In addition, the Chair will guide the SRC in the development of an evolving model of student representation at Macquarie.

An effective Chairperson is critical to the success of the operation of the SRC. The Chairperson will be involved in facilitating the evolution of the model of student representation at Macquarie to ensure that the SRC continues to meet the needs of students and the University.

### Overview

**1.1 Student Representative Committee**

The Macquarie University Student Representative Committee (SRC) is the University’s peak consultative body for undergraduate and postgraduate students. Students are elected or appointed onto the committee every two years. Working closely with both students and staff, the SRC represents and advocates the interests of students to the highest levels of the University.

The purpose of the SRC is to provide a means for:

(a) the University to effectively consult with the Student Community on matters within the Terms of Reference; and

(b) the Student Community to effectively present its views and concerns to the University on matters within the Terms of Reference, through a broad representative group of Students who are the best available for that purpose. [Clause 2.2 of the SRC Constitution]

### Role and Responsibilities and Expectations of the Position

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<tr>
<th>2.1 Title of Position</th>
<th>2.5 Accountabilities</th>
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<tr>
<td>This position is the Chairperson of the Macquarie University Student Representative Committee, and may be referenced as the Chairperson of the</td>
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<tr>
<td>[Schedule 2, Section 1, Chairperson and Deputy Chairperson]</td>
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</table>
2.2 **Purpose of the position**

[SRC Constitution Schedule 2, Clause 1.4 Chairing of Meetings]

a. The Chairperson will chair all SRC meetings.
b. In the absence or unavailability of the Chairperson and the Deputy Chairperson, the Chairperson must appoint an alternate Chairperson to chair the meeting.
c. The Vice-Chancellor may appoint an eligible person to act as an alternate Chairperson during the absence or illness of or other unavailability of the Chairperson.

2.3 **Time commitment**

The Chairperson is expected to have availability to undertake the following:

a. Reliably attend monthly meetings of the Student Representative Committee, generally of two hours duration
b. Review agenda documents and minutes for meetings.

2.4 **Principal duties and responsibilities**

[Schedule 2, Section 1, Chairperson and Deputy Chairperson]

2.4.1 **Functions**

The Chairperson will:

a. chair meetings of the SRC;
b. ensure proper working of the SRC;
c. ensure compliance with the SRC constitution;
d. appoint Chairpersons to SRC Subcommittees as per the SRC Constitution; and

e. undertake any other function(s) conferred on the Chairperson by the Student Experience Committee after consultation with the SRC.

2.4.2 **Voting rights**

The Chairperson or their alternate **does not** have a vote at a meeting of the SRC but may address it and otherwise participate in the meeting.

2.6 **Skills and attributes of the Chairperson**

2.6.1 **Key competencies**

The Chairperson will demonstrate a balance of appropriate skills and attributes including the following:

a. integrity, respect, tact, diplomacy and sensitivity;
b. an ability to reconcile opposing views;
c. strength and clarity of purpose;
d. ability to lead, including by example;
e. ability to encourage participation and performance from all committee members;
f. skills to positively influence and encourage actions and perceptions of others.

2.6.2 **Desirable competencies**

Desirable competencies for the Chairperson include:

a. exceptional presentation and communication skills
b. ongoing commitment to proactively guide the SRC in its role as the pre-eminent student body at the University.
c. ability to motivate committee members
d. understanding of governance best practice in a not-for-profit environment
e. understanding of the higher education sector in a university setting.
3.1.1 Students
a. The student members of the Student Representative Committee, being current students proceeding to a degree at Macquarie University
b. The Assistant Chairperson, Treasurer and Assistant Secretary of the SRC

3.1.2 Staff
Key contacts from the staff at Macquarie University include:
   a. Executive Director, Student Engagement and Registrar
   b. Director, Campus Life
   c. Associate Director, Student Engagement
   d. Director Governance Services and Deputy Registrar
   e. Manager, Secretariat
   f. Governance Officer, Governance Services

3.1.3 Student Experience Committee of Council
The SRC has reporting obligations to the Student Experience Committee of Council. Three Executive members of the SRC are members of the Student Experience Committee. The Chair will be expected to report on progress to the SEC on an annual basis.