

Student Life & Leadership - Program-Based Working Groups Terms of Reference

Section 1 – Title

(1) Student Life & Leadership Program-Based Working Groups

Section 2 – Project Sponsor

(2) Chief Student Officer (or relevant sponsor within the university governance structure).

Section 3 – Background

(3) The Student Life & Leadership Program-Based Working Groups have been established to ensure that students lead in shaping the programs and services funded by the Student Services and Amenities Fee (SSAF). These working groups empower students to take on leadership roles in strategic decision-making, working in collaboration with full-time staff who provide support for the operational delivery of these programs.

This initiative aligns with the Higher Education Support Act (HESA), which requires that student-led organisations oversee a portion of SSAF-funded programs. It is a key aspect of ensuring that the student voice is central to shaping the student experience at Victoria University.

Section 4 – Purpose & Objectives

(4) The purpose of the Program-Based Working Groups is to provide an effective and structured platform for students to lead the strategic direction of student services and programs, ensuring that student feedback and needs are integral to decisions.

(5) Objectives include:

- a. Leading the strategic direction of SSAF-funded programs and services to ensure they meet the evolving needs of students.
- b. Collaborating with university staff to co-create programs and services such as events, clubs, leadership programs, and volunteering opportunities.
- c. Ensuring that decisions made by the Working Groups reflect a broad and diverse student leadership perspective.

Section 5 – Governance and Membership

(6) The Working Groups will include both democratically elected student representatives and full-time staff members from the Student Life & Leadership team. While the Working Groups operate within the broader Student Life & Leadership structure, students will hold primary responsibility for strategic decision-making, maintaining compliance with the Higher Education Support Act (HESA) by ensuring that students maintain a majority presence in leadership roles. The students must represent various aspects of student life and engagement, including clubs, international student programs, leadership programs, events, orientation and volunteer initiatives.

5.1 Membership includes:

5.1.1 Student Representatives:

Elected for one- or two-year terms, students in these positions are tasked with leading the strategic direction in specific program areas.

- Clubs Assistant: 2 students
- Events Assistants: 5 students
- International Events Assistant: 1 student
- LEAD Facilitators: 6 students (minimal involvement)
- Leadership Assistants: 2 students
- Student Consultative Group Assistant: 1 student
- Vollies Assistants: 2 students

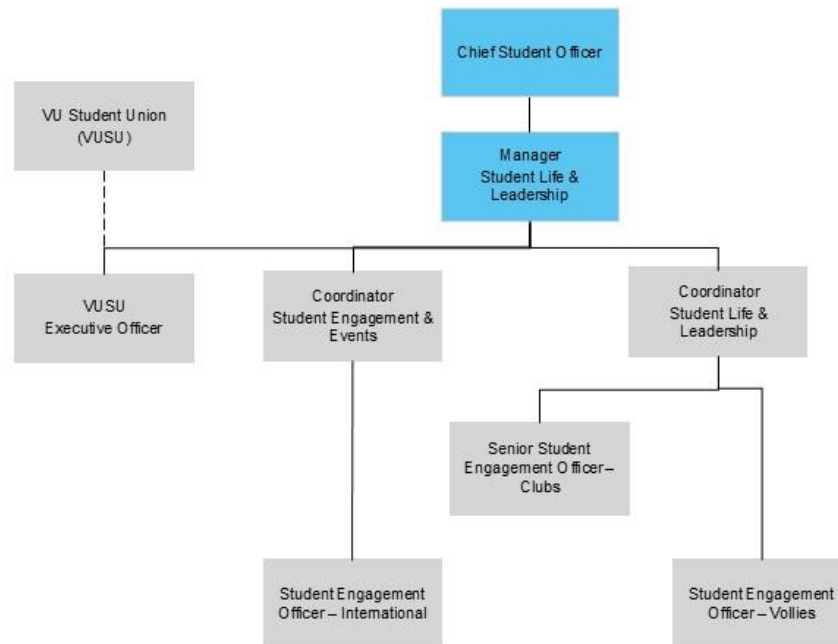
5.1.2 Full-Time Staff:

Full-time staff will serve in an advisory capacity, whilst being responsible for managing the logistical and operational aspects of the programs, including budgets, resource allocation, and compliance with university policies.

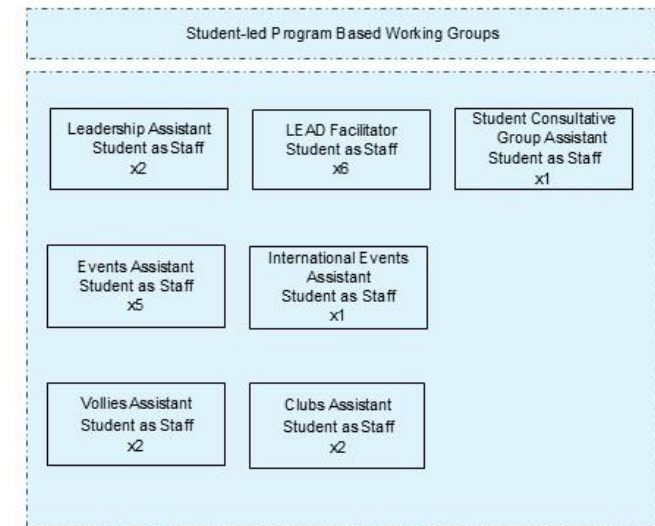
- Full-time staff members from Student Life & Leadership

5.1.3 Organisational Chart:

Student Life & Leadership Student Services



*denotes position



Section 6 – Roles and Responsibilities

(7) Roles and responsibilities are as follows:

a. Elected students will represent the student body and:

- Lead the strategic direction of services and programs, ensuring that student needs and perspectives are at the forefront of decision-making.
- Act as representatives of the student body, gathering and sharing feedback from students to inform the direction of programs.

b. Full-Time Staff:

- Provide operational guidance and support, managing the day-to-day execution of programs.
- Ensure that decisions made by the Working Groups are feasible and in line with university goals and policies.

c. Consensus-Based Decision-Making:

- All decisions within the Working Groups will be made by consensus. Students and staff will collaborate to reach agreements that reflect the needs of both parties.

Section 7 – Decision-Making Process

(8) The decision-making process is as follows:

- Decisions within each Working Group will be made by consensus rather than formal voting. Both student representatives and full-time staff will contribute to the discussions, but strategic decisions will be guided by student input to ensure compliance with the student-led governance requirement of the Higher Education Support Act.
- Students will hold a majority presence in strategic decisions made within each Program-Based Working Group to ensure compliance with the Higher Education Support Act (HESA) student-led governance requirements.
- In cases where consensus cannot be reached, the group may escalate issues to the Manager, Student Life & Leadership for resolution.

Section 8 – Meetings

(9) Meeting requirements are as follows:

- Each Working Group will meet monthly or as needed, depending on the program's requirements.
- Meetings will have a quorum of at least 50% of both student representatives and full-time staff.
- Meetings can be organised and facilitated by the relevant full-time staff members or by the student representatives.
- Additional meetings may be scheduled as needed, particularly during key periods such as the planning of major events or the allocation of SSAF funds.

Section 9 – Reporting

(10) The Working Groups will provide regular updates to the Manager, Student Life & Leadership on strategic decisions and program developments.

- At the end of each term, each working group will submit an annual report outlining the decisions made, key outcomes, and how student-led decisions influenced the programs.
- These reports will be submitted to the Manager, Student Life & Leadership and other relevant university committees.

Section 10 – Term

(11) Student representatives will serve for a one- or two-year term, with the option to reapply or be re-elected for additional terms. Re-elections will be held at the end of each academic year.

Section 11 – Review

(12) These Terms of Reference will be reviewed annually to ensure that they continue to meet the needs of both the student body and university staff and remain compliant with university governance and legislation.