Secretary of the Campus Student Association

About Australian Catholic University

Australian Catholic University (ACU) is publicly funded and open to students and staff of all beliefs. Building on its origins of service to the Catholic and wider Australian communities over a period of 150 years, the University seeks to foster and promote learning and teaching, research and scholarship, and community engagement within the Catholic intellectual tradition.

ACU has seven campuses in Australia and one study centre in Rome. Campuses are located at:
- Adelaide
- Ballarat
- Brisbane
- Canberra
- Melbourne
- North Sydney
- Strathfield

ACU has a reputation for quality and innovative teaching and for highly qualified academic staff with a commitment to student-centred learning. Graduates consistently give a high rating of their educational experience at Australian Catholic University.

Respecting the dignity of the human person, ACU graduates are high achievers in their professions with strong commitment to service and the common good.

Student engagement, leadership and service are integral to ACU’s Mission and identity.

Mission Statement

Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

Australian Catholic University (ACU) engages the Catholic intellectual tradition to bring a distinct perspective to higher education. Through a collegial community and partnership between students and staff, we explore cultural, social, ethical and religious issues through the lens of the Catholic intellectual tradition. This is lived out by students and staff in collegial partnerships.

Student leaders play a crucial role in implementing the Mission of the University and promoting the social, spiritual and intellectual welfare of their fellow students and informing University strategy and processes.
ACUNSA and Campus Student Associations

Each campus has a Campus Student Association which is governed by Statute 9 and standard Constitutions. Coordination at a national level is achieved through the Australian Catholic University National Student Association (ACUNSA) comprising the President of ACUNSA, Student Association Presidents and an International student representative.

ACUNSA and Campus Student Associations are supported by the Deputy Vice-Chancellor (Students, Learning and Teaching), the Director of Office of Student Success, and the Director of Student Engagement and Services, who undertake final responsibility for student wellbeing, financial and risk management. ACUNSA and Campus Student Associations work directly with the Student Enrichment Unit and specifically the Student Development Coordinator and the Student Enrichment Advisor on each Campus.

The Role of Secretary of the Campus Student Association

1. Work collaboratively with other Management Committee members and Office Holders to achieve the Association’s objectives.
2. Attend all meetings of the Association and meetings of the Office Holders or Management Committee.
3. Attend Student Enrichment fortnightly meetings along with fellow Office Holders.
4. Manage the records and infrastructure of the Association.
5. Be responsible for the administrative functions of the Association, such as distribution of meeting agendas, minutes and action points.
6. Give notice of meetings as required by the Constitution.
7. Keep minutes of all proceedings at meetings of the Association and the Executive.
8. Actively contribute to the planning, development and implementation of the strategic and operational plans of the Association.
9. Consult widely with the student body about student issues and activities.
10. Communicate events and information of the Association and of the University including the Student Enrichment Unit to students, where appropriate.
11. Attend major Campus functions (eg. Graduation, Opening and Closing Liturgies) or other significant University or Campus activities where appropriate.
12. At all times, act lawfully, with integrity and uphold the internal processes and vision of the Association and Mission of the University.
Communication/Working Relationships

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<th>Key Relationships</th>
<th>The Secretary of the Campus Student Association…</th>
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<td>Director OSS</td>
<td>Works with the Director OSS or delegates and President of the Campus Student Association to manage the affairs of the Association in accordance with the Constitution, including sound financial management, good stewardship of resources, development of a positive student culture and to further the mission and identity of the University.</td>
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Delegates:

Manager, Student Enrichment | The Secretary works with the Manager, Student Enrichment’s team as follows: |
Student Development Coordinator | Collaborates to develop the Campus Student Association leadership teams and other potential student association leaders. Promotes and demonstrates the value of membership of the Association to students and the leadership opportunities available. |
Student Enrichment Advisor | Attends fortnightly meetings about Association’s management matters and relevant initiatives. |
Student Transaction Coordinator | Complies with financial and administrative policies, processes and reporting requirements. |

Criteria

The following characteristics would contribute to success in the role of Secretary:

- Clear understanding of, and engagement with, the University’s Mission
- Acts with integrity
- Organised and hardworking
- Enthusiastic and proactive
- Collaborative
- Able to consult effectively with students, staff and university stakeholders
- Able to manage competing priorities
- Leadership ability and experience
- Willingness to work collaboratively with the Student Enrichment Unit to achieve ACUNSA outcomes.