

SAE ELECTED REPRESENTATIVES

POSITION DESCRIPTIONS

**Student Council (Local) &
National Student-Staff Committee**



SAE SYDNEY CAMPUS/



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STUDENT COUNCIL (SC) POSITION DESCRIPTION

The Student Council (SC) represents the voice of the students and supports student life, providing opportunities for members to develop leadership, consultation, teamwork, and event management skills, and contribute to a vibrant and inclusive campus culture.

Each SAE campus has a local SC, comprised of eligible students, elected by their peers in an annual election. Committee members serve a one-year term.

Students eligible to nominate for the SC must:

- be enrolled with no misconduct or financial conditions;
- have completed at least one trimester of study at SAE; and
- uphold SAE's policies and procedures, such as those relating to conduct, inclusive and ethical behaviour, health, safety and wellbeing, and conflict of interest.

The SC team is supported by the Student Experience Manager (or delegate where there is no SEM), in collaboration with Student Support Advisers and Campus Managers.

SC members must be available to:

- participate in orientation events or activities on campus (or online equivalent);
- collaborate with campus staff and students to plan and deliver events, clubs, activities or campaigns of interest to students on their campus;
- attend the Student-Staff Consultative Committee (SSCC) meeting every trimester (Week 7);
- attend an SSCC training session;
- regularly check emails/Slack channels and respond within two business days; and
- host and document feedback from at least two student events, activities, programs, or campaigns per year.

Duties:

- Actively participate and engage with SC commitments
- Promote SC events, activities, services, and roles on your campus
- Meet with the SC campus team, including other council members and the SEM or delegate at least twice every trimester
- Event Management – with the support of the campus Student Experience Manager, plan, deliver and evaluate events and activities that are responsive to diverse student needs and interests
- Engage and consult with students to seek feedback regarding SAE services, programs, and the student experience
- Represent student matters and feedback to SAE staff through participation in SSCC meetings, membership of committees, and participation and promotion of other feedback processes, including surveys and discussions with campus and national staff.

The SSCC reports to the NSSC on relevant matters, including any discussions relating to the Student



SAE BYRON BAY CAMPUS/

NATIONAL STUDENT-STAFF COMMITTEE (NSSC) POSITION DESCRIPTION

The National Student-Staff Committee (NSSC) is a sub-committee of SAE's Academic Board.

Chaired by the Director of Student Experience, the NSSC is comprised of elected representatives, SAE Academic Board student members and SAE staff. NSSC representatives must include at least one undergraduate, one postgraduate and one international student.

To be eligible to participate, students must nominate for a NSSC representative role, and, via a democratic election process, be elected to their local campus Student Council (SC) and to the NSSC (Please note students can be elected to their local campus SC without nominating for election to the NSSC).

The NSSC represents the student voice and collaborates on [Student Services and Amenities Fee \(SSAF\) initiatives](#) and activities, as well as other significant aspects of the student experience. It reports directly to the Academic Board about services and amenities that SSAF revenue funds.

NSSC Representatives will have the opportunity to:

- develop leadership, consultation and teamwork skills;
- contribute to identifying and providing feedback about SSAF priorities and activities at SAE; and
- seek and provide feedback from students about relevant SAE services, programs and policies.

NSSC Representatives must be available to:

- fulfil their SC member duties;
- attend an NSSC meeting every trimester; and
- gather information and feedback, and read summaries to prepare for discussion at the NSSC meeting.

Duties:

- Actively participate and engage with their SC role
- Represent student matters and feedback to SAE staff through participation in NSSC meetings, membership of committees, and participation and promotion of other feedback processes, including surveys and discussions with campus and national staff.

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