University of Southern Queensland

Division of Students and Communities

USQ Student Forum Terms of Reference

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Trim Location:	
Document Category*:	Procedure
Purpose*:	The USQ Student Forum is a key advisory forum to provide feedback and information to the *Student Engagement Advisory Committee* (SEAC) on matters relating to the management of the Student Services and Amenities (SA) Fee.
Scope and Application:	All USQ Students
Responsible Officer*:	Deputy Vice-Chancellor (Students and Communities)

1 Role

The USQ Student Forum provides advice to the *Student Engagement Advisory Committee* on matters relating to the management of the Student Services and Amenities (SA) Fee.

2 Functions

The USQ Student Forum shall provide advice to the *Student Engagement Advisory Committee* on the following matters:

1. The provision of a range of services that are collectively of value to the whole student population, whilst acknowledging that individually their value will vary for different cohorts within USQ's highly diverse student population;
2. USQ's commitment to enabling opportunities for all students to provide input on the services and amenities facilitated by the SA Fee. This is in conjunction with the required formal student consultation; and
3. Providing advice on the implementation of the SA Fee and the provision of the student services and amenities are effectively and efficiently deployed with respect to USQ's processes, systems and human resources, and align with USQ's strategic directions.

3 Membership

The USQ Student Forum is comprised of democratically elected Currently Enrolled student and includes in its membership the Deputy Vice-Chancellor (Students and Communities), Director (Student Services), and Manager (Student Equity & Disability); and elected student representatives from USQ Committees. The USQ Student Forum is a voluntary advisory group and shall have gender balance, and representation from across the learning journey, faculties, load, campuses, study mode and student groups where possible:

1. Deputy Vice-Chancellor (Students And Communities)

2. Director (Student Services)

3. Director (Student and Academic Support)

4. Manager (Phoenix Central)

5. Up to 17 Current Student Representatives including:

    a) Two (2) USQ Student Guild Representatives (Democratically Elected)
    b) Two (2) Springfield Student Representative Council representatives (Democratically Elected)
    c) Two (2) Fraser Coast Student Representative Council representatives (Democratically Elected)

4 Meetings

4.1 Frequency of Meetings

The USQ Student Forum shall meet three times a year for a duration of 2 hours. (Dates to be determined by the student cohort at the first meeting)

4.2 Secretary to the USQ Student Forum

The USQ Student Forum will be supported for administrative functions by Phoenix Central. The Secretary will have responsibility for drafting the Agenda, recording the outcomes and actions from each meeting and assisting the Chair in the conduct of Committee business as appropriate.

4.3 Working Parties and Co-Option

The USQ Student Forum may establish working parties for specific tasks to report back to the committee with outcomes for discussion at the forum meetings.

4.4 Terms of Office

Members of this committee must be current students and be currently holding a Student Representative position on a formal USQ Committee. All resignations of students from this committee should be directed to the Chair and Manager (Phoenix Central). Should the Members wish to institute rescission proceedings at the same meeting, a motion to rescind a resolution of the forum must be carried by a two-thirds majority of all members of the Committee.

4.5 USQ Student Forum Membership

CHAIRPERSON OF THE USQ STUDENT FORUM DEPUTY VICE-CHANCELLOR (STUDENTS AND COMMUNITIES) Mr Carl Rallings	Ex officio
DIRECTOR (STUDENT SERVICES) Ms Christie White	Ex officio
DIRECTOR (STUDENT AND ACADEMIC SUPPORT) Ms Sharon Schasser	Ex officio
MANAGER (Phoenix Central) Mr Peter Munster	Ex officio
Two (2) USQ STUDENT GUILD REPRESENTATIVES 1. Simon Playford 2.	Elected student nominated by USQ Student Guild
Two (2) SPRINGFIELD STUDENT REPRESENTATIVE COUNCIL REPRESENTATIVES	Nominated by

1. Sheree-Ann Pratt 2. Timothy Wright	Springfield Student Representative Committee
Two (2) FRASER COAST STUDENT REPRESENTATIVE COUNCIL REPRESENTATIVES 1. Thomas Sugget 2. Karen Johnston	Nominated by Fraser Coast Student Representative Committee
11 ELECTED STUDENT REPRESENTATIVES FROM USQ COMMITTEES 1. Erica Flude (USQ Academic Board) 2. Charles Cheers (USQ Academic Board, USQ Faculty of Engineering and Surveying Appeals Committee, USQ Faculty of Engineering and Surveying Advisory Committee, USQ Faculty of Engineering and Surveying ACE Advisory Committee, USQ Faculty of Sciences Biological and Physical Sciences Committee) 3. Ernesto Guades (USQ Faculty of Engineering and Surveying, ACE Advisory Committee) 4. Bryden Leeson (USQ Faculty of Engineering and Surveying, L&T Committee) 5. Peter Boyes (USQ Faculty of Business and Law, Faculty Board) 6. Alexander Cossu (USQ Social Justice, Multicultural and Transnational Advisory Committee) 7. Francis Gacenga (USQ Faculty of Business and Law, School of Information Systems Advisory Committee) 8. Graham Manuel (USQ Faculty of Engineering and Surveying, Mechanical and Mechatronic Advisory Committee) 9. Justin McGovern (USQ Council) 10. Adewuyi Ayodele Adeyinka (Faculty of Business and Law, Research Degrees Committee) Students wishing to contact members of the Student Forum should email student.rep@usq.edu.au	Elected
COMMITTEE SERVICES OFFICER Kylie Jordan ext. 5806	

5 Other Policy Information

Peak Approval Authority:	Student Engagement Advisory Committee	
Committee Owner*:	Student Engagement Advisory Committee	
Division/Department/Office*:	Office of Students and Communities	
Development Pathway:	1. Students and Communities Executive Committee	
Approval Pathway:	1. Student Engagement Advisory Committee 2. Students and Communities Executive Committee 3. USQ Student Forum	
Approval Delegation:	Student Engagement Advisory Committee	Approve policy

	Students and Communities Executive Committee	Endorse policy
	USQ Student Forum	Endorse policy and approve procedure
Related Legislation / guidelines:	Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011	
Strategic Plan/Goal & Objectives:	Goal 2/Objective 1	
Supporting documents, forms:	TBA	
Associated USQ policies:	TBA	
Policy Category**:	Governance	
Effective Date*:	April 2012	
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