

UniSQ Student Senate

Composition and Terms of Reference

The Student Senate at the University of Southern Queensland is the highest student governing body. It promotes student-staff partnerships and empowers student voice.

Role

The role of the Student Senate is to:

- a) Represent the student body and actively communicate between the University of Southern Queensland and the student community.
- b) Actively contribute to University of Southern Queensland governance and decision-making.
- c) Inform the University of Southern Queensland Executive about emerging matters for students.
- d) Partner with the University on the development of policies and services that support students and advance learning, teaching and research activities.
- e) Identify gaps in student voice at the University of Southern Queensland and proactively work on closing those gaps by developing initiatives, programs and campaigns aimed at increasing student engagement and representation in university decision-making processes.
- f) Pro-actively seek out authentic student feedback, including but not limited to the Student Representative Committee (SRC), School-based Student Societies (SbSS), Academic and Governance Student Representatives (ASR), and share the outcomes of this feedback with the student community.

The role of all student representatives is to:

- engage in the learning journey as active partners.
- actively participate in University decision-making to enhance the overall student experience.
- promote student engagement by encouraging feedback and collaboration with others to help shape the direction of their learning and student experience.
- communicate updates resulting from student feedback to all members University and the wider community.

Function

The function of the Student Senate includes:

- a) Establishing a strong and informed diverse student voice that prioritises inclusivity, through the development of opportunities for student engagement in governance, decision-making, and the creation of authentic partnerships at all levels of communication.
- b) Provide advice and recommendations to the Dean (Students) on matters related to University of Southern Queensland decision-making, learning, teaching, and the overall student experience.
- c) Provide advice and recommendations to the Dean (Students) on matters relating to the management of the Student Services and Amenities Fee (SSAF).
- d) Assist and advise the Dean (Students) in guiding the implementation of any recommendations from the Student Senate.
- e) Actively promote student-staff partnerships throughout the University and wider community.
- f) Report progress and outcomes of the Student Senate to the University and student population.

Authority

Authority for the Student Senate to perform its roles and responsibilities is provided by the Provost.

Composition

Representatives (Elected)

- Student representatives are sought through an election process or statement of interest process.
 - o Two Student Senate Co-Chairpersons (*elected from within the committee*)
 - o One Undergraduate Student Representative
 - o One Postgraduate Student Representative
 - o One Higher Degree Research Student Representative
 - o One First Nations Student Representative
 - o One International Student Representative
 - o One Elite Athlete Student Representative
 - o One Disability and Inclusion Student Representative
 - o One Residential Colleges Student Representative
 - o One LGBTIQ+ Student Representative
 - o One Sustainability Student Representative
 - o One Equity Student Representative
 - o One Toowoomba Campus Student Representative

- One Ipswich Campus Student Representative
- One Springfield Campus Student Representative
- One Online Student Representative

UniSQ Appointed Student Senate Representatives (Voting members)

It is expected that the Student Representative Committee Co-Chairperson/s, Academic Board Student Representative/s, Council Student Member and Student Guild Student Director will be elected or nominated by their primary group as their representative on the UniSQ Student Senate.

Observers (by invitation)

- Non-voting members include:
 - Dean (Students)
 - Support for Learning
 - UniSQ Student Guild Chair
 - Academic Board Chair
 - Academic Student Representatives
 - Any person with the approval of the Senate Co-Chairperson/s

Appointment of Co-Chairperson/s

Two Co-Chairpersons will be elected from within the committee members at the first meeting. All voting members will be eligible for election to these roles.

Responsibilities of Student Senate Members

Members of the Student Senate will be expected to consistently play a facilitation role, present recommendations to existing committees, and ensure that appropriate consultation and communication occurs.

Comply with the Student Senate Guidelines and Terms of Reference.

Quorum

The quorum for the Student Senate is 50% of the voting members.

Diversity of Representation

The University of Southern Queensland Student Senate creates an opportunity for diverse representation amongst the student cohort. The Student Senate is inclusive of all genders, cultures, and identities.

Performance Evaluation

The Student Senate will undertake an annual evaluation of its performance. A summary report of the evaluation shall be submitted to the Dean (Students), or their nominated delegate, by February of the following calendar year.

Meetings, Reporting and Minutes

Frequency of Meetings:	The Student Senate meets at least six times per year. Special meetings may be called by the Chairperson/s as the need arises.
Minutes:	Minutes must be kept for all meetings.

Confidentiality

Members of the Senate are to act in a proper and prudent manner in the use of the information acquired in the course of their duties and responsibilities, particularly regarding the maintenance of confidentiality and privacy of information.

Procedural Matters

Procedural guidelines accompany this Terms of Reference and provide details on the membership, nomination processes, and other meeting procedural matters.

Review of Terms of Reference

These Terms of Reference will be reviewed annually, or as required, by the Student Senate to ensure they remain consistent with the Senate's objectives and responsibilities.

Modification History

Date	Source	Details
23/06/2023	Student Senate	Student Senate proposed amendments
14/02/2023	Students as Partners	Initial draft generated
05/12/2023	Students as Partners	Terms of Reference reviewed for 2024