1. Status and authority

The Student Representative Council (the SRC) is a standing committee of the University of the Sunshine Coast (UniSC) Student Guild Board (the Guild), established under clause 5.1.1 of the Constitution. The SRC is the peak student representative body of the Guild and advocates on behalf of the UniSC student community. The SRC reports directly to the Guild Board.

These Terms of Reference are established and updated by the Board under clause 5.5.2 of the Constitution. They must be read together with the Constitution and the Guild's Regulations. If there is any inconsistency between these Terms of Reference and the Constitution, the Constitution prevails.

2. Purpose

The SRC provides the peak democratic forum for student voice and advocacy at UniSC, representing the interests of students to the Guild and UniSC. The SRC supports the objects of the Student Guild by facilitating Student participation in representation, advocacy, consultation and community life.

3. Functions

The functions of the SRC include, without limitation, to:

- lead the Student Representative governance structure such that it provides an effective, accessible mechanism for student voices to be amplified, considered and responded to;
- determine advocacy priorities and escalate them to the Guild Board and UniSC through appropriate channels;
- advocate for and represent the interests of Students on matters affecting their welfare, experience and rights;
- identify gaps in student voice and support equitable, inclusive and representative student participation across campuses, study modes and student cohorts;
- partner with the University to co-create policies and services that support students and advance the quality of learning, teaching and research activities and support student health, wellbeing and safety;
- actively contribute to UniSC decision-making in promoting a positive student experience;
- facilitate engagement, consultation and collaboration between Students, UniSC and the Student Guild;
- provide advice, recommendations and feedback to the Board, UniSC and SRC sub-committees on student issues, priorities and emerging concerns;
- promote effective communication between student representatives and their constituencies, and across the SRC tiers;
- contribute to the development of Student-led initiatives, campaigns and activities consistent with the objects of the Student Guild;
- refer matters to the Guild Board where necessary, including matters outside the SRC's delegated authority (see clause 4); and
- perform any other functions delegated to it by the Board.

4. Relationship to the Guild Board

The SRC has a direct reporting line to the Guild Board. The Chair of the SRC is an ex-officio Student Board Member, representing the SRC, in accordance with clause 4.1.1(b) of the Constitution.

Delegated authority

Subject to the limitations set out below, the Board delegates to the SRC decision-making authority for matters within the functions described in clause 3 and within the SRC's Board-approved budget, in accordance with Constitution clause 5.3.

Matters reserved to the Board

Despite any delegation, the SRC must not make decisions that:

- Are expressly reserved for the Board;
- incur expenditure beyond the SRC's Board-approved budget;
- approve expenditure resulting in a direct financial benefit to an SRC Member or a related party of an SRC Member, except in accordance with the Guild's conflict of interest provisions and policies;
- initiate, defend or settle legal or similar proceedings;
- create a material financial, legal or reputational risk for the Guild;
- grant, vary or permit any security or encumbrance over Guild assets;
- are not in accordance with the Guild's Constitution, Regulations or other governance instruments, or materially alter the governance, financial or risk management frameworks of the Guild; or
- are otherwise outside the terms of any delegated responsibility, action or initiative.

A matter falling within any of the above must be referred to the Board rather than decided by the SRC.

The Board may review, amend or withdraw any delegation to the SRC at its discretion, in accordance with clause 5.6.2 of the Constitution.

5. Relationship to SRC Sub-Committees

The SRC provides strategic direction to its sub-committees and considers recommendations, priorities and matters escalated by them. The SRC oversees the progress of the Tier 2 Committees and their sub-groups, ensuring progress against their priorities, and providing support, including Board escalation where required, to resolve matters of concern.

Along with the Board, the SRC is the primary contact point for UniSC executives and peak UniSC governance committees and will advocate for the recommendations, priorities and matters of importance to the SRC's sub-committees through these channels.

Tier 2 Committee Chairs are voting members of the SRC and are accountable to the SRC. As members of the SRC, the Tier 2 Chairs are responsible for providing regular updates on their committee and sub-committee activities, priorities and recommendations at each SRC meeting.

The SRC may facilitate collaboration across the Tier 2 Committees, or sub-committees where a matter affects more than one constituency or committee.

The composition, purpose and terms of reference of each sub-committee of the SRC are to be clearly documented and approved by the SRC.

6. Relationship to UniSC

The Guild and the SRC are independent of UniSC. Notwithstanding this, both the Guild and UniSC are committed to providing a transformative student experience, with access to high-quality teaching and learning and an enriching university community where students are safe, supported and belong. The Guild and SRC are committed to working collaboratively with UniSC to achieve these shared goals for the betterment of all students.

The SRC, as the Guild's student representative body, engages with the University through the Guild's established channels, including through the Guild's professional staff, President and Vice-President, Guild Board, and any joint University–Guild committees or working groups established.

Where appropriate, the SRC may:

- invite University staff to attend SRC meetings as guests, to inform discussion on matters affecting students;

- request data or insights from UniSC to inform the SRC's work;
- provide data or insights to UniSC on behalf of the student body;
- provide input to UniSC consultation processes, policy reviews or committees seeking student representation;
- nominate or endorse student representatives to sit on or attend University committees, working groups, meetings or panels, where this is supported by the University and the Board;
- promote UniSC or joint UniSC-Guild student-focussed initiatives; and
- facilitate student consultation between UniSC and the student body.

The SRC does not have authority to enter into agreements, commitments or formal positions with the University on behalf of the Guild. Formal representations to the University are made by the Board, the President or the Guild staff.

7. Composition

Members (voting)

- SRC Chair
- SRC Vice Chair
- Chairs of each Tier 2 Committee of the SRC

In regular attendance (non-voting)

- Guild staff providing secretariat support to the SRC

Guests (non-voting), by invitation

- Members of the Guild Board
- Members of the SRC Sub-Committees
- Guild staff
- University staff
- Subject Matter Experts

Observers (non-voting)

- Any other person approved by the SRC Chair to observe a meeting

8. Eligibility and membership

Eligibility

Members must:

- be currently enrolled UniSC Students, and a member of the Student Guild in accordance with the Constitution;
- satisfy any appointment or election requirements established by the Guild Board or set out in the Regulations; and
- remain enrolled as a Student throughout their term.

Election and appointment

SRC Members are elected or appointed in accordance with clause 6 of the Constitution and the Guild's election Regulations.

A Tier 2 Committee Chair takes their seat on the SRC by virtue of their election or appointment as Chair of that Tier 2 Committee, in accordance with that committee's own terms of reference and the Guild's election Regulations.

Term of office

SRC Members hold office for a term of one (1) year, aligned with the Guild's annual elections cycle under Constitution clause 6.3 and the Guild's Elections Regulations.

Cessation of membership

Membership of the SRC ceases upon:

- resignation, by written notice to the SRC Chair;
- ceasing to be a Student (including graduation or withdrawal from the University), as defined in the Constitution;
- for a Tier 2 Committee Chair, ceasing to hold that Chair position; or
- removal in accordance with Guild policies or this Terms of Reference.

Casual vacancies

Casual vacancies are filled in accordance with the Guild's Elections Regulations.

9. Officeholders

Chair

The SRC Chair is elected in accordance with Guild's Elections Regulations and holds office as a Student Board Member for the duration of their term as SRC Chair. The Chair is responsible for:

- presiding at SRC meetings;
- representing the SRC on the Guild Board;
- acting as the primary point of contact between the SRC, the Board, the Principal Executive Officer and the Secretariat; and
- ensuring the SRC operates in accordance with this Terms of Reference, the Constitution and the Regulations.

Vice Chair

The Vice Chair is elected in accordance with Guild's Elections Regulations, and:

- presides at SRC meetings in the Chair's absence;
- supports the Chair in the performance of their duties;
- Works with the Tier 2 Committee Chairs to ensure the effective and transparent flow of information to and from the SRC and its sub-committees; and
- performs any functions delegated by the Chair or the SRC.

Casting of votes

Each SRC Member, including the Chair and Vice Chair, is entitled to one vote. Where votes on a question are equal, the question is resolved so as to maintain the status quo.

10. Meetings and Quorum

There will be at least six (6) meetings of the SRC each calendar year. The SRC may hold additional meetings as required, having regard to constituency size and the engagement model.

Notice

At least two (2) weeks' notice of SRC meetings must be given to all SRC Members.

Chairing

Meetings are chaired by the SRC Chair or, in their absence, the Vice Chair. If neither is available within 15 minutes of the scheduled start time, the Members present may choose an alternate member to chair that meeting.

Participation

SRC Members may participate in meetings in person or by any technology that reasonably allows real-time participation and voting. A Member participating in this way is taken to be present.

Voting

- Each voting SRC Member present is entitled to one vote.
- Questions are decided by a majority vote of those present and voting.
- Tier 2 Committee Chairs serving as SRC Members may, with the approval of their Tier 2 Committee, delegate their vote if they are unable to attend the SRC Meeting or are on an approved leave of absence from their Tier 2 Committee Chair role. Notwithstanding this exception, the Chair is expected to attend and vote at the majority of SRC meetings.

Quorum

A quorum for any SRC meeting is a minimum of half of the voting Members. If a quorum is not present within 15 minutes of the scheduled start time, the meeting is adjourned, and the Guild staff shall reschedule the meeting to occur within two weeks.

Minutes

Secretariat support is provided by the Guild staff. Full and accurate minutes of each meeting are to be recorded and confirmed at the next SRC meeting. A summary of each meeting, excluding confidential matters, must be made available to Guild members within five (5) working days of the minutes being confirmed.

11. Reporting and Escalation

The SRC reports to the Guild Board at each Board meeting, including:

- a summary of SRC and sub-committee activity, priorities and recommendations;
- any matters requiring a Board decision or otherwise outside the SRC's delegated authority; and
- the confirmed minutes of SRC meetings.

Any matter that falls outside the SRC's delegated authority, involves material risk to the Guild, or otherwise requires a Board decision under these Terms of Reference, must be escalated promptly to the Board via the Chair, the Principal Executive Officer, or the Secretariat.

12. Training and Administrative Arrangements

Training and administrative support is provided by the Guild's Student Partnerships Officers - Governance, including:

- onboarding and ongoing training of SRC members;
- relevant professional and skill development opportunities;
- scheduling meetings and circulating notices and agendas;
- undertaking broader student consultation, including surveys, town halls and focus groups;
- recording and distributing minutes;
- maintaining SRC records; and
- supporting the Chair and Vice Chair in the performance of their duties.

13. Conduct, Conflicts and Confidentiality

SRC Members must:

- act honestly, fairly and in good faith in the best interests of Students and the Guild;
- act with reasonable care and diligence in performing their SRC duties;
- not misuse their position, or information obtained through it, for personal gain or the benefit of a third party;
- not improperly disclose confidential information disclosed about the Guild, SRC or UniSC to them as an SRC to any other party, except where authorised; and
- disclose any material conflict or personal interest in a matter before the SRC.

15. Review and Amendment

These Terms of Reference shall be reviewed annually by Guild staff, the SRC and the Guild Board. Any amendment to these Terms of Reference requires the approval of the Guild Board, on the recommendation of the SRC or otherwise. Any amendment must be communicated to SRC Members and published on the Guild website within fourteen (14) days.

10. Version Control and Approval

Version:	V1.0
Drafted by:	Lucy Fox, Student Partnerships Officer – Governance Shay Johnston, Student Partnerships Officer – Governance
Approved by:	Guild Committee of Management
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