

Position Description: Secretary, Campus Student Associations (CSA)

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research, and service.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

Student engagement, leadership and service are integral to ACU's Mission and identity and student leaders play a crucial role in implementing the Mission of the University and promoting the social, intellectual, cultural, and spiritual welfare of their fellow students and informing University strategy and processes.

DEFINITIONS

Executive means the Campus Student Association President, Vice President, Treasurer and Secretary. The Executive is responsible for the day-to-day management of the Campus Student Association.

Council means the governing body of a Campus Student Association. It consists of the Executive positions plus a pre-determined number of Councillors, who do not have specific responsibility but from whom the Campus Student Association can draw to fill casual vacancies.

Association means a Campus Student Association as a body.

ABOUT ACU STUDENT ASSOCIATIONS

Each campus has a Campus Student Association (CSA) which is governed by [Statute 9](#) and its Constitution. CSAs provide advocacy, support, and social activity for all students on their campus.

Coordination at a national level is achieved through the [Australian Catholic University National Student Association \(ACUNSA\)](#) comprising the President of ACUNSA, the Campus Student Association Presidents from each campus and a First Peoples, International, Postgraduate and Online Student Representative.

ACUNSA and the Campus Student Associations are supported by the Student Life Unit of the Student Experience Directorate. Student Life oversees student associations' training, planning and the financial and risk management of the Associations' programs, events and activities.

ACUNSA and the Campus Student Associations work closely with the Student Life Unit and specifically the National Manager Student Life, the Student Life Coordinator and the Student Life Officers on each Campus.

POSITION PURPOSE

The CSA Secretary is responsible for practical administration of the Association and assists the President in the calling of meetings, preparation, and distribution of agendas and the keeping of meeting records and membership lists.

STIPEND

The CSA Secretary receives an annual stipend which is equivalent to 25% of the Research Training Program (RTP) Stipend base level (indexed annually). In 2025 the stipend is approximately \$8,388.75. 2026 RTP base level information will be available from October 1, 2025.

NB: The stipend is not a salary or a wage: the Secretary is not paid for the hours worked. Rather the stipend is provided in recognition of the workload of the role which includes regular attendance at meetings and events across the University.

TRAVEL

This role may require some travel to other campuses.

EXPECTED HOURS OF COMMITMENT

The CSA Secretary can expect to devote at least 8 - 10 hours per week to this role. Students should consider this very carefully when nominating for election.

POSITION RESPONSIBILITIES

According to the Constitution, the Secretary's duties are as follows:

1. Keep minutes of all proceedings at meetings of the Association, Council and Executive
2. Give notice of meetings as required by the Constitution
3. Attend to all correspondence of the Association

In addition to these duties the Secretary is expected to:

1. Represent the Campus Student Association and the University in a manner that fosters and champions a culture of belonging, respect and collaboration between the CSA office holders and the CSA members by:
 - I. Consulting widely with the student body about student issues and activities.
 - II. Attending University or campus functions and events such as Graduation, opening and closing liturgies, onboarding and semester events and other significant University or campus activities.
2. Work with ACU student and staff stakeholders to achieve the objectives of ACUNSA and the Campus Student Association by:
 - I. Attending all meetings of the Executive, Council and Association including the fortnightly meetings with the Student Life Office.
 - II. Working collaboratively with other members of the Executive, Council and Association to achieve the Association's objectives.
 - III. Actively contributing to the planning, development, and implementation of the strategic and operational plans of the Association.
3. Ensure the internal management of the Association is cohesive and effective by being accountable and taking executive responsibility for:

- I. Maintaining an accurate register of members.
 - II. Maintaining the asset register.
 - III. Being responsible for the administrative functions of the Association, such as creation, maintenance and distribution of meeting agendas, minutes and action points.
 - IV. Undertaking effective management of all Student Association social media in accordance with the ACU Social Media Policy.
 - V. Communicating events and information of the Association and of the University including the Student Life unit to students, where appropriate.
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4. Be accountable to the University and the Campus Student Association members for the sound financial management of the and good stewardship of resources, including presenting audited accounts annually to Campus Student Association members and all students via public meetings and traditional and social media.
 5. At all times, act lawfully, with integrity and uphold the internal processes and vision of the Association, [the Student Conduct Policy](#) and the Mission of the University.
 6. The incumbent must complete a conflict-of-interest process should they become, or are, an employee of the University during their term of office.

SELECTION CRITERIA

The CSA Secretary must be an enrolled ACU student at the time of nomination, election and during the course of the term of office.

To nominate for the role of CSA Secretary, a student must not be under investigation or have an adverse finding recorded against them under any University policy. Students who are under investigation or have had an adverse finding are ineligible to nominate.

The following characteristics would contribute to success in the role of CSA 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
- Effective communication and interpersonal skills
- Able to effectively coordinate a team of peers and achieve agreed outcomes
- Leadership ability and experience
- Financial management skills
- Willingness to work collaboratively with the Student Life unit to achieve ACUNSA outcomes.

KEY RELATIONSHIPS

University Officer	Role and Relationship	Student roles affected
Deputy Vice-Chancellor (Education)	<p>Responsible for the strategic and operational leadership of the University in partnership with the Vice-Chancellor and the Vice-Chancellor's Advisory Committee.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Deputy Vice-Chancellor (Education) reports to the Vice-Chancellor</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents
Director, Student Experience and Enhancement	<p>Leads the professional support services and engagement activities for students which are delivered across the University, including Access and Disability, Advocacy Service, Careers and Employability, Counselling, Student Accommodation, Safeguarding and Student Safety, Transition, Medical Centres, and Student Life.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Director, Student Experience and Enhancement reports to the Deputy Vice-Chancellor (Education)</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents
Associate Director, Student Experience	<p>Supports the Director, Student Experience and Enhancement in leading the professional support services and engagement activities for students which are delivered across the University.</p> <p>Leads the Student Life and Transition teams, including the programs associated with student leadership, orientation, students on committees and mentoring.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Associate Director, Student Experience reports to the Director, Student Experience and Enhancement</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers
National Manager Student Life	<p>Supports the Associate Director, Student Experience.</p> <p>Advises ACUNSA on strategies and the development of operational plans and to achieve their objectives.</p> <p>Supports ACUNSA's professional and personal development as leaders and representatives. With the Student Life Coordinator, develops and implements ACUNSA conferences and the Induction Program.</p> <p>Leads the Student Life, EAPP and Sport teams that aim to develop a rich, enjoyable, and diverse campus culture that engages students, staff, and the wider community in a vibrant and dynamic campus life.</p> <p>The National Manager Student Life reports to the Associate Director Student Experience.</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers

Student Life Coordinator	<p>Responsible for the development and training of community leaders, including ACUNSA and CSA leaders and Club and Society leaders.</p> <p>Provides role-specific training and advice on strategic and administrative matters including risk management and the financial review and approval of large student-led events. With the National Manager Student Life, develops and implements ACUNSA conferences and the Induction Program.</p> <p>The Student Life Coordinator reports to the National Manager, Student Life</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers • Councillors
Student Life Officer	<p>Responsible for the delivery of campus-specific programs, events, activities, and services.</p> <p>Provides guidance, logistical advice and daily on-the-ground support.</p> <p>The Student Life Officer reports to the National Manager, Student Life.</p>	<ul style="list-style-type: none"> • CSA Presidents • CSA Executives • Campus Councils • Local membership