

1. PURPOSE

To ensure the voice of the student body is heard and contributes meaningfully to the decision making of the Institute's course design and delivery along with the quality enhancements and assurance of the Institute's teaching and learning, facilities, recreation and social engagement programs. This council is the overarching student representative body.

2. MEMBERSHIP

- 2.1. A minimum of 8 members who are current Holmesglen learners, representative of the various course areas and campuses, appointed based on a nomination and application process, must include:
 - 2.1.1. Council appointed Chair, responsible for:
 - Setting and distributing meeting agendas and supporting documents at least 2 weeks prior to each meeting
 - Chairing meetings and ensuring that all members have the opportunity to be heard
 - 2.1.2. Council appointed Secretary, responsible for:
 - Taking minutes for each meeting and distributing within 2 weeks of the meeting for the Chair to review and then send as a draft to the members to approve at the next meeting.
 - Following up any actions to ensure that they occur by the due date.
- 2.2. A mentor will be appointed to the council. The mentor's role is to support members of the council prior to, during and post each meeting and to ensure critical issues are escalated to the correct area as per 3.8 of this document. The mentor has no voting rights on the council.
- 2.3. Nominations for appointment to the council can be made by a member of the Holmesglen community. Nominees who accept their nomination will be required to apply for the role and attend an interview. Memberships on the council are held for a minimum of 6 months.
- 2.4. A quorum of 50% plus 1 council member, consisting of the Chair and the Secretary must be present for every meeting.

3. POWERS AND DUTIES

The Holmesglen Student Representative Council (HSRC) has been established as a representative body in the Holmesglen Student Association to support HSRC members to:

- 3.1. Regularly connect with fellow Holmesglen student representative committees to obtain feedback on trending concerns faced by Holmesglen learners.
- 3.2. Report and document feedback to the HSRC.
- 3.3. Ensure the collective student voice is heard by the council.
- 3.4. Determine and implement effective communication channels between HSRC and the student body.
- 3.5. Implement processes to regularly connect with the student body and obtain feedback on trending concerns pertaining to academic and non-academic issues experienced by Holmesglen learners and recommend an appropriate course of action to overcome such issues.
- 3.6. Monitor improvement initiatives/processes implemented to gauge effectiveness of the solutions/s.
- 3.7. Provide reports to the Holmesglen student community, Council of Education and Applied Research and the Manager of Student Engagement and Success.

- 3.8. Seek internal professional advice in undertaking powers and duties where necessary and refer items to other internal committees or councils where required. NOTE: In the event that the council becomes aware of a circumstance that requires immediate attention, these matters are to be escalated immediately to the Executive Director, Education and Applied Research for academic issues or the Executive Director, Engagement and Support for non-academic issues via the Holmesglen Complaints and Appeals procedure.
- 3.9. Reach decisions by consensus or, in the absence of a consensus a resolution must be supported by a simple majority of those HSRC members present. NOTE: The Chair does not have an additional casting vote. In the event of a tie, the matter will be referred to the Council of Education and Applied Research.

4. MEETINGS

- 4.1. Meetings must occur at least 6 times in a year in accordance with the Student Association meeting schedule.
- 4.2. Currently enrolled student participants other than elected members and/or a Holmesglen appointed mentor may attend meetings at any time, however only HSRC members have voting rights at council meetings.
- 4.3. If the Chair is not in attendance and no Acting Chair has been appointed, the members of the HSRC may nominate one of them to act as Chair for that meeting.
- 4.4. Meetings are held at a Holmesglen campus.
- 4.5. Meetings may be held or participated in by face to face, conference call or similar.
- 4.6. Conflicts of interest must be declared and documented when any matter is being discussed.

5. DEFINITIONS

Term	Meaning
Conflict of interest	Where a member may personally benefit from actions or decisions made in their official capacity.
Quorum	A minimum number of members of a council or committee that must be present for a meeting and it's proceedings to be considered valid.
Consensus	A general agreement to an opinion or decision among a group of people.

6. CONTEXT AND/OR REFERENCED DOCUMENTS

[Holmesglen Council of Education and Applied Research Terms of Reference](#)

[Holmesglen Student Life Committee Terms of Reference](#)

[Holmesglen Student Education Committee Terms of Reference](#)

[Holmesglen Student Association Structure](#)

[Holmesglen Complaints and Appeals Procedure](#)

7. REVIEW

This terms of reference must be reviewed no later than three years from the date of approval.

The terms of reference will remain in force until such time as it has been reviewed and re-approved or rescinded. The terms of reference may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

8. VERSION HISTORY

Version Number	Date	Summary of changes
1	May 2020	New Terms of Reference

