

TAFE Queensland Student Council

President

**MAKE
GREAT
HAPPEN**



Purpose of the Role

The President leads the Student Council, ensuring effective governance, inclusive representation, and productive meetings. This role is central to setting the tone and direction of the Council's work and maintaining strong communication between students and TAFE Queensland leadership.

Key Responsibilities

- Chair all Student Council meetings and ensure they run efficiently and inclusively.
- Collaborate with the Secretary to prepare meeting agendas and review minutes.
- Represent the Student Council at official meetings with TAFE Queensland management and staff.
- Ensure all Council members have the opportunity to contribute and be heard.
- Provide leadership and guidance to Council members and subcommittees.
- Promote the values of inclusivity, collaboration, and respect.
- Deliver opening remarks and Acknowledgement of Country at meetings.
- Summarise discussions and clarify decisions for accurate documentation.
- Ensure follow-up on action items and planning for future meetings.
- Encourage solution-based thinking and student engagement.

Out of Scope

Student Council Members must not:

- Act as academic advisors, counsellors, or disability support officers.
- Provide advice on assessments, mental health, or learning difficulties.
- Edit or complete other students' assignments or provide answers.

Eligibility Criteria

To be eligible, applicants must:

- Be currently enrolled at TAFE Queensland.
- Demonstrate commitment to academic progress and student engagement.
- Be available to attend Council meetings and participate in Council activities.
- Uphold the TAFE Queensland Student Rules and Code of Conduct.

Ideal Candidate Attributes

Successful candidates will:

- Strong leadership and communication skills.
- Ability to facilitate inclusive and respectful discussions.
- Organised and proactive in planning and decision-making.
- Committed to student advocacy and representation.
- Comfortable speaking publicly and engaging with diverse stakeholders.

Appointment Type

Voluntary

Appointment Process

Appointment is via Expression of Interest (EOI) through the TAFE Queensland website. Applicants must submit:

- Resume
- Contact details for two referees
- Cover letter addressing:
 - Strengths in student representation and leadership
 - Communication and collaboration skills
 - Commitment to student engagement and Council activities

A panel of TAFE Queensland staff will review applications. Successful applicants will receive induction and training.

Training and Development

Mandatory:

- WHS
- Code of Conduct
- Student Council Induction
- Chairing effective meetings.
- Governance and leadership skills.
- Communication and conflict resolution.
- Induction and mentoring support.

Optional:

- Leadership Development
- Employability Skills Micro-Credentials
- Mentoring and Professional Networking

Reporting and Support

Student Council Members report to the Student Voice Coordinator and work in partnership with Student Voice Leads, staff mentors, and other Council members.