

TAFE Queensland Student Council

Secretary

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Purpose of the Role

The Secretary is responsible for the administrative and communication functions of the Student Council. This includes preparing agendas, recording minutes, and ensuring Council documentation is accurate and accessible.

Key Responsibilities

- Chairing effective meetings.
- Governance and leadership skills.
- Communication and conflict resolution.
- Induction and mentoring support.

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 organisational and written communication skills.
- Attention to detail and ability to manage documentation.
- Reliable and punctual with a commitment to follow-through.
- Collaborative and supportive team member.
- Comfortable using digital tools and systems.

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
- Minute-taking and agenda preparation.
- Meeting protocols and documentation standards.
- 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.