A logo for a student board

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**Student Board Election Pack – Executives**

1. **Introduction**

We hope this information pack will provide you with all the information you need for participating in JCU Brisbane Student Board elections.

Elected Executive Office Bearers who will be voting members and shall include:

* President;
* Vice-president;
* Treasurer

Standing for election to the Student Board is a big decision. As a Representative for all the students on Campus you will, if elected, have the responsibility for the governance of the Student Board. The Student Board provides a wide range of services to students of JCU Brisbane.

You may be daunted or feel you lack some aspects of experience or skills to carry out this important role. However, if you are elected, your fellow members and the Advisor to the Student Board are committed to providing support and training to you. You will need to have the enthusiasm and willingness to work hard and learn about the Board, its role within the University as well as your role and responsibility.

1. **What is the Student Board**

The JCU Brisbane Student Board serves as the primary student representative body at James Cook University, Brisbane campus. With delegated authority from the Office of the Education Division, the Student Board's purpose is to ensure the provision of high-quality student services, amenities, wellbeing and advocacy.

The JCU Brisbane Student Board is also charged with the responsibility to assure appropriate expenditure of Student Services Amenities Fee revenue in accordance with the Higher Education Support Act 2023 and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) [Guidelines](https://www.legislation.gov.au/F2022L00346/asmade/text) 2022.

By establishing the JCU Brisbane Student Board, we aim to create a platform for effective student representation and ensure that the student community's needs are addressed, providing a well-rounded and fulfilling university experience for all JCU Brisbane students.

The elected officer bearers (members) are responsible for the governance and policy direction of the Student Board on behalf of the greater student cohort. Members must act honestly, in good faith and in the interest of students, without favour and exercise due care and diligence over the funds entrusted to the Student Board. They must not use their position to gain personal advantage or to cause detriment to the Board.

1. **Eligibility**

Students who are eligible are those who have completed one trimester on-shore and those with at least two trimesters remaining.)

1. **Term of Membership**

The elected student members can be appointed for a maximum term of three (3) years for undergraduate students or four (4) trimesters for postgraduate students.

This ensures a rotation of membership and allows for fresh perspectives and ideas while maintaining continuity.

1. **Board Meetings**

The Board will meet regularly and will be scheduled according to an established meeting cycle, ensuring consistent and efficient communication and decision-making. Additionally, the Chair has the authority to schedule special meetings in specific circumstances.

Members who are unable to attend meetings in person may attend by teleconference.

1. **Qualities of an elected Executive Member**s

Qualities of a member include:

* Honesty and integrity;
* Ability to work as a member of a team;
* An interest in the welfare of the Student Association as a whole;
* Ability to adopt a long-range point of view;
* Ability to evaluate change in conditions;
* Courage to take action even though it may be unpopular or unpleasant
* Ability to ask discerning questions in the spirit of enterprise and good faith; and
* Willingness to take well calculated risks.

1. **Statement of Values for Executive Members**

**Accountability**

We are responsible for our decisions and actions.

**Community Focus**

We will ensure that in all our actions, as a group representing the JCU Brisbane Students and the University, we will remain aware of and respond appropriately to community issues involving our students.

**Confidentiality**

Information obtained during committee work must be treated with confidentiality. The Chair has the authority to determine which meeting documents and items of business can be disseminated outside of the Committee membership. All financial information is confidential until published in a public forum.

**Continuous Improvement**

We strive to meet our goals and objectives and continually improve all areas of our performance.

**Creative and Resourceful**

We will seek out opportunities and capitalize on them, to maximize the benefits to members of our knowledge and skills.

**Excellence**

We will continue to strive for excellence in all facets of our role – representation, University and Board committee membership, student consultation and community representation.

**Fun**

We will ensure that our members work in harmonious and positive environment that is conducive to producing a committed and loyal Board capable of delivering excellent service to all our stakeholders.

**Honesty**

We will be truthful and honourable in all our dealings

**Identifying Needs**

Through market research, listening to advice and other means, we will, with management, identify our members’ needs and provide them, where possible, with solutions by providing appropriate services, products and facilities to meet those needs.

**Professionalism**

We will ensure that we act with integrity to enhance our reputation both as a professional group and as representatives of the Student Board.

**Sustainability**

We will provide our products and services to our members at a cost to ensure we remain financially viable.

**Teamwork**

We will work co-operatively and effectively, showing mutual concern and respect for staff, management, our colleagues and all our stakeholders.

1. **Documents**

Executive Board members should be aware of and read the following documents:

1. JCU Brisbane Terms of Reference
2. JCU Brisbane Position Descriptions
3. JCU Student Association policy POL042 Code of Conduct; and,
4. JCU Student Association policy POL043 Social Media Policy.
5. **Election Timetable**

An Election timetable will be set as required, however will follow this format:

1. **Nominations**

Nominations will be called at the commencement of each new Trimester or as positions become vacant.

Nomination information will be made available to all students via email.

Nominations must be in the hands of the Returning Officer by the due date.

Late nominations, photos/videos will not be accepted under any circumstances.

1. **Where to submit your nominations**

Completed nomination and any other material must be submitted to the Returning Officer in the manner prescribed.

1. **Pre Election Briefing**

Should students require further information about becoming a member of the Student Board then a meeting time can be set with the Advisor to the Student Board or receive general information from The Resource Centre.

1. **Campaigning**

Nominating candidates will be able to campaign for the allocated period, usually over two weeks and will guided by the Campaign Guide below.

1. **Voting**

Voting with occur across a nominate period usually over one week. All students will be sent a link to a voting form (MailChimp Survey). Students upon completion of the survey will submit and this will be received by a nominated officer independent to the Advisor or current members of the Student Board.

1. **Counting of Votes**

Will take place electronically after the close of voting.

1. **Declaration of the Results**

The results will be announced, if possible, on the day after voting ceases.

All candidates will be advised by email and the results will be posted on the JCU Brisbane Student website and Instagram Pages as soon as practicable after the result has been announced.

**Campaign Guide**

This Guide has been created as to assist students nominating for executive positions within the Student Board and the campaigning phase of the Election process. Key points are taken for the JCU Student Association Election Pack Information 2025 [form\_371\_election\_information\_pack\_2025\_updated\_october\_8\_election (1).docx](https://tsrg2-my.sharepoint.com/:w:/g/personal/jcko01_tsrg_com_au/Ed4hBdPQ94hBhA6jeiJiQ9kBK27wvO3cS4akdmNKMGvkEA?email=UnderhillQ%40sarinarusso.com.au&wdOrigin=TEAMS-MAGLEV.p2p_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1730261755557&web=1)

Key points to note:

Campaigning period: A two week timeframe will be set

Criteria: Candidates can use various approved mediums to communicate their executive intentions

Candidates to familiarise themselves with the role by referring to the summary below and the relevant Accountability Statement (Position Description) for the respective executive role.

All campaigning to be undertaken with respect to all parties and not to self-promote or as a platform for self-interest or commercial activities.

All promotional materials and publicity are to be endorsed by the Advisor to the Student Board.

Campaigning students to also request use of space as appropriate.

Student Conduct Policy is also to be adhered to.

**JCU Brisbane Student Board Executive Role – Summary ‘President’**

The responsibilities of the JCU Brisbane Student Board President are, but not limited to:

* Work to deliver the Student Board’s strategic vision,
* Regularly meet with the executive team of the Board and represent the view of the students - needs and opinions,
* Liaise with their student peers who have similar cultural, study or social interests to organise events and activities that reflect the student cohort,
* Oversee the; management, financial position and administrative operation including all publications of the Student Board and support all Executive Board members and the two Committees and their members in their functions,
* As the public face of the Student Board this requires the following attributes;
  + a high level of commitment
  + Ability to lead and time manage
  + Strong interpersonal and conflict management skills

Refer to the attached Accountability Statement (Position Description)

**JCU Brisbane Student Board Executive Role – Summary ‘Vice President’**

The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President.

The key responsibilities of the JCU Brisbane Student Board Vice President are, but not limited to:

* Support the Student Board President to deliver the Student Boards’s strategic vision,
* Regularly meet with the executive team of the Board and represent the view of the students - needs and opinions,
* Liaise with their student peers who have similar cultural, professional careers or social interests to organise events and activities that reflect the student cohort,
* In conjunction with all executive members oversee the; management, financial position and administrative operation including all publications of the Student Board and support all Executive and committee members in their functions,
* As the public face of the Student Board this requires the following attributes;
  + a high level of commitment
  + Ability to lead and time manage
  + Strong interpersonal and conflict management skills

Refer to the attached Accountability Statement (Position Description)

**JCU Brisbane Student Board Executive Role – Summary ‘Treasurer’**

The key responsibilities of the JCU Brisbane Student Board Treasurer are, but not limited to:

* Be responsible for all monetary transactions and financial records for the Board,
* Assist the President and the Advisor in preparing the budget and projected spending for each trimester,
* Ensure that all requests for expenses are legitimate and have been authorised/approved by the JCU Brisbane Advisor and Leadership Team,
* Support the Student Board President, to deliver the Student Board’s strategic vision,
* In conjunction with all executive members oversee the; management, financial position and administrative operation including all publications of the Student Board and support all Executive and Committee Members in their functions,
* Regularly meet with the executive team of the Board and represent the view of the students - needs and opinions,
* Liaise with their student peers who have similar cultural, professional careers or social interests to organise events and activities that reflect the student cohort,
* As the public face of the Student Board this requires the following attributes;
  + a high level of commitment
  + Ability to lead and time manage
  + Strong interpersonal and conflict management skills

Refer to the attached Accountability Statement (Position Description)

**Publicity**

All publicity must be authorised by the Advisor to the Student Board before it is made available to members.

The Advisor will not authorise any publicity that is:

(a) offensive or derogatory,

(b) misleading or deceptive, or

(c) contrary to law

**Approval of Electoral Material**

From the day that nominations for the Annual Election are called until the day after the Annual Election, no poster, flyer, banner, newsletter, advertisement or other material containing electoral content or commentary, whether in printed, electronic or other form, is to be publically displayed, published or distributed by a candidate standing for election without such material first being submitted to the Advisor and the Advisor certifying in writing that such material is approved for public display, publication or distribution.

In determining whether to approve material for public display publication or distribution, the Advisor will have regard to the James Cook University Student Association Electoral Information Pack Elections 2025 and any law, whether statutory or otherwise.

The decision of the Advisor in deciding whether to approve material for public display, publication or distribution in respect to the James Cook University Student Association Electoral Information Pack Elections 2025 and any law, whether statutory or otherwise will be final and binding.

The Advisor is authorised to remove and retain any poster, flyer, banner, newsletter, advertisement or other material containing electoral content or commentary that is publicly displayed, published or distributed in breach in regard to the James Cook University Student Association Electoral Information Pack Elections 2025 and any law, whether statutory or otherwise.

No posters of any sort may be affixed to any windows of the University. In addition, no chalk, paint or other type of writing should be used on any building or pathway within the University.

**Student Code of Conduct**

Those campaigning are to refer to the Student Conduct Policy

<https://www.jcu.edu.au/policy/student-services/student-code-of-conduct>

**How Election Candidates Should Conduct Themselves:**

This is an extract from the JCUSA Election Information Pack Elections 2025

Candidates will conduct themselves and their campaigns so as to maintain and strengthen the members trust and confidence in the democratic election process, and promote integrity in our electoral system. Candidates conduct should be fair and reasonable.

This requires that a candidate will:

a) Act honestly in making representations about the candidate’s own claims for election, and their intention to represent the electorate.

b) Refrain from knowingly acting dishonestly in making representations about the claims of other candidates for election.

c) Avoid making public statements which the candidate knows, or ought to know, are untrue, about any matter and especially an opponent’s personal affairs.

d) Avoid making vexatious complaints against opponent during a campaign.

e) Avoid conduct which is contrary to State or Commonwealth law including but not limited to:

* Racial or religious vilification offences under the Anti-Discrimination Act;
* Official misconduct under the Crime and Misconduct Act; and Criminal Code offences.
* Avoid conduct which would tend to compromise a free and fair election process