

# Student Liaison Committee

## Terms of Reference



Queensland Institute of Business Technology Pty Ltd  
ABN 38 076 195 027

### Document

<b>Document Name</b>	Student Liaison Committee Terms of Reference (GC)
<b>Brief Description</b>	This Document outlines the Student Liaison Committee (SLC). The primary aim of the SLC is to provide students with a communication channel between College management and staff, and the student body.
<b>Responsibility</b>	Director Student and Academic Services
<b>Initial Issue Date</b>	24/08/2007
<b>Authorising Body</b>	Management Committee

### Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
30/01/2019	8	Correction of "Representation of the casual teaching team" required due to casual teaching team conversion to ongoing	Academic Director
26/10/2022	9	Updated to reflect changes and current practice	Director Student and Academic Services

### Related Documents

<b>Name</b>	<b>Location</b>
N/A	N/A

## Contents

1	Purpose and Scope .....	3
2	Document Contents .....	3
2.1	Membership .....	3
2.2	Tenure and frequency of meeting.....	3
2.3	Role of Griffith College Mates .....	3
2.4	Meeting Minutes .....	4

## 1 Purpose and Scope

The primary aim of the Student Liaison Committee (SLC) is to provide students with a communication channel between College management and staff, and the student body.

The SLC will provide an avenue where current issues affecting students can be discussed, and feedback can be obtained, in order to improve the quality of student life at Griffith College. The SLC is not a forum for discussing matters involving individual students, teachers or other staff. Matters of an individual or personal nature are referred to appropriate support staff and/or Program Convenors.

The SLC also aims to foster a sense of community at Griffith College. The SLC reports to the Management Committee.

## 2 Document Contents

### 2.1 Membership

The SLC is made up of a cross section of students and staff who represent the Griffith College student body. Membership of the SLC shall consist of:

- Manager, Student and Academic Services (*ex officio*)
- Student Counsellor (*ex officio*)
- Student Success Coordinator (*ex officio*)
- Griffith College Mates from both campuses

The Student Counsellor is the Chair of the Committee and the Student Success Coordinator is the Secretary.

Those who are members by virtue of their position (*ex officio*) remain members for as long as they hold the position relevant to their membership.

Students who have applied for and become 'Mates' automatically become members of the Student Liaison Committee and are expected to attend meetings as part of leadership responsibilities.

### 2.2 Tenure and frequency of meeting

The SLC will normally meet at a minimum of once a trimester.

### 2.3 Role of Griffith College Mates

The role of each Mate is to ensure that Griffith College student issues are represented at the SLC meeting and to assist with the organisation of Griffith College student events. It is anticipated that Mates will achieve this by:

- encouraging communication amongst enrolled students
- identifying issues to discuss at SLC meetings, through liaison with all students
- representing students at SLC meetings
- discussing SLC meeting minutes to with the wider student body
- assisting with the organisation and promotion of student involvement in Griffith College student social, sporting and cultural activities
- being available to answer student queries that arise from time to time
- Being available at Orientation days and Graduation ceremonies

Mates upon acceptance into the position, will be inducted and provided throughout the Trimester information and knowledge to perform their role as necessary.

## 2.4 Meeting Minutes

Minutes of each meeting shall be provided to the Secretary of the Management Committee for tabling at a future meeting. Actions arising from meetings shall be recorded and where required raised for discussion at the Management Meeting, and at the following SLC Meeting/s. All meeting agendas and minutes shall be saved in the College document management system (H Drive).

Members of the SLC shall receive a copy of the Minutes from the prior meeting within 2 weeks via email.