

Student Representative Council Casual Vacancy Policy

Updated as of September 2018

1. Objectives

- a. To ensure the SRC has office bearers for all portfolio responsibilities.
- b. To provide a just, equitable and transparent process for filling vacancies

2. Definitions

- a. Definitions in Clause 2 of the SRC Constitution are applicable to this Policy

3. Interpretation

- a. Interpretation of this Policy is within the jurisdiction of the President, pursuant to the authority of the Council.

4. Vacancy

- a. Where a vacancy arises in a position on Council, including positions not filled at annual elections, a submission shall be made to Executive by the General Secretary within two days from the resignation, detailing the role, responsibilities and requirements of the position according to the Constitution, Regulation and Policy of the SRC.
- b. The Executive shall authorise the advertisement of the vacancy. The position will be advertised by notice at the AUU reception, in AUU email, in the SRC Newsletter, SRC social media accounts and an all student email (with the University's permission). Notice, where possible must also be given in student publications, including On Dit and Counter Guide pursuant to publication schedule and ability of inclusion.
- c. The position must be advertised for a minimum of two weeks. In the event of no candidates, the position shall remain open until an eligible student nominates, or the Council term ends. Advertisement shall be maintained in the AUU Reception, AUU emails, SRC Newsletter, SRC social media accounts and elsewhere, where possible.

5. Selection Process

- a. The Executive shall form itself as a selection panel to assess all candidates for the vacant position
- b. All candidates shall be invited to write an application of no more than 200 words detailing relevant ideas/experience for the vacant position and the reason they want to be involved with the SRC

- c. All candidates will receive information about the SRC, including its structure and the duties and responsibilities of the position
- d. The Executive will formulate a series of questions to ask all candidates prior to any interviews for a position. Questions must not violate equal opportunity principles, as per relevant legislation, and must not be harsh, unjust or discriminatory in any way.
- e. All members of the Executive must be given three days' notice of the date and place of any interview.
- f. The Executive may conduct interviews with all candidates, or create a shortlist of interviewees, and table a report to Council on the merits of the prospective candidates and the Executive's preferred candidate at the next SRC Meeting. This report is not binding on the Council.
- g. Council may approve or not approve the recommendation of the Executive. If no candidate for the position is deemed appropriate, the position shall be advertised again and another round of interviews shall take place.