

School of Occupational Therapy and Social Work

**Occupational Therapy Student Council
Terms of Reference**

1. Meeting purpose

To provide a forum that will encourage, foster and facilitate constructive dialogue between student representatives and the School of Occupational Therapy and Social Work in a supportive environment, on matters relating to and impacting students and teaching and learning within the School and Faculty.

2. Student representative responsibilities

- Attend all Student Council meetings. Where unable to attend, notify the School Secretary accordingly and ensure the attendance of your other year representative.
- Engage in meetings by making a relevant contribution to discussion, offering a considered perspective, and suggesting ideas, alternatives and solutions.
- Publicise your role as a Student Council representative to your year group, and in doing so canvass ideas, suggestions and concerns regularly for discussion at meetings.
- Represent the interests of students in your year group at meetings by raising relevant matters on their behalf.
- Disseminate information of relevance and interest to students in your year group.
- Model and promote the standards of behaviour and conduct as outlined in the Professional Expectations document.
- Through Student Council meetings contribute to the continual quality improvement of the School, its programmes, facilities, teaching and learning, and student experience.
- Encourage students in your year group to express their views responsibly, honestly and respectfully via such tools as eVALUate and the Curtin Annual Student Satisfaction Survey.

3. School responsibilities

- Receive, consider and act and/or provide advice to student feedback.
- Share relevant matters of interest that impact students and teaching and learning in the School and Faculty.

4. Membership

The Student Council shall consist of a minimum of the following members:

- Head, School of Occupational Therapy and Social Work (ex-officio)
- Director, Teaching and Learning
- Coordinator, Academic Programs or Deputy Coordinator Academic Programs

- Two first year representatives for BSc(OT) and MOT
- Two second year representatives for BSc (OT) and MOT
- Two third year representatives
- Two fourth year representatives

a. Duration

Student representatives shall serve a 12-month calendar term.

5. Meeting frequency and organisation

Student Council meetings will be held on the fourth Wednesday of every month during semester. The School Secretary will be responsible for:

- Coordinating agenda items and apologies
- Circulating the agenda and any relevant papers
- Organising the venue and catering
- Taking and disseminating meeting notes

Approved by: Student Council

Date approved: 25 August 2010

Effective date: 2010 calendar year

Review date: First Student Council meeting in 2011