Policy:	**Student Council**	
Code:	**06ST17**	
Reviewed/ Revised:	**15/01/2024**	Date of Next Review: **February 2025**
Policy Owner:	**Dean**	
Target audience:	**All students**	

PURPOSE:

The purpose of the Student Council shall be to serve as a representative of the student body of The Emirates Academy of Hospitality Management (EAHM).

The main responsibilities of the Student Council are:

1. To represent the student body in the decision-making process related to the functioning and organization of the Academy.
2. To represent the student body in the day to day matters with management, faculty, and operations,
3. To improve the quality of student life on campus, by initiating extra-curricular activities related to the personal and social development of students,
4. To drive thematic activities and clubs, enriching students' interest and experience,

SCOPE:

The Student Council is the interface between students, EAHM faculty and -management and all stakeholders. The Student Council (Board) will report directly to the Student Council Advisor for financial, operational, and general day-to-day matters. The Student Council Advisor, in turn, have the responsibility to support all Student Council activities and efforts. The Student Council represents student body in various forums to ensure that students voices are heard, and they participate actively in decision making. The members of Student Council are elected/ selected annually by the students' body in a democratic way. The Student Council operates within the laws of the United Arab Emirates. The student council is responsible for organizing and coordinating Student Activities.

DEFINITIONS:

Student Council: a group of students elected by their peers to address issues of concern and organize student events and activities. The Student Council is responsible for steering and leading the extracurricular activities on campus.

POLICY STATEMENT:

This policy states that the Student Council is led by EAHM students, having roles in the Board, as a Member or as a Volunteer. The Student Council Board, (5 persons), leads the Student Council, and is supported by various Student Council Members. These Members fulfil various activities and are appointed by the Board with specific (coordinating) responsibilities which they hold for one full year. Besides, both the Board and the Members are supported by Volunteers (students).

RESPONSIBILITY:

The Student Council Board ensures that the policy is implemented on a day-to-day basis. The Student Council Policy is monitored by the Student Council Advisor, who is an appointed member of the facutly, in partnership with the President of the Student Council. The Student Council Board consist of five (5) members:

1. President
2. Treasurer
3. Secretary
4. Events and Club Affiliation Manager
5. General Board Member*
Title to be specified, please see the appendices for examples

President:
He or she will have the main responsibility of directing the meetings, ensuring a smooth transition between topics, and keeping the council in harmony. At the beginning of each year, the President has the responsibility of distributing a Student Council recap of the previous year to EAHM and to the Student Council Members. The President must also meet the Student Council Advisor at least once per two weeks to brief the Student Council Liaison(s) regarding Student Council activities. The president oversees all focus areas of the Student Council.

Treasurer:
He or she will have the main responsibility of managing the budget and P&L of the Student Council activities. These are reported to the Student Council, and to the Student Council Advisor and the EAHM Management.

Secretary:
The Secretary is responsible for taking minutes during the meeting, preparing an agenda, and sending out meeting requests and Student Council-related information to students and faculty.

Events and Club Affiliation Manager:
The Events and Club Affiliation Manager is responsible to develop extracurricular activities and events through the creation of student-led 'Clubs'. Based on a well underpinned rationale these Clubs should support the student life and experience on campus, meeting the Student Council responsibilities. The Club Affiliation and Development Manager is furthermore responsible for a well-functioning alignment between all student-led vehicles, and making sure that all are acting within the rules and regulation of the Academy.

General Board Member:
The General Board Member will take responsibility of an appointed focus area and may change per semester as such. The focus area and as well as the job title will be appointed by the elected Board and advisor, based on current demand, and need.

Examples of Focus areas on which the Members can act or can have a coordinating role:
1. Community Services - (Community coordinator)
2. Health and well-being - (Student health and well-being coordinator)
3. Sports - (Sports coordinator)
4. Innovation - (Innovation coordinator)
5. Culture - (Culture coordinator)

IMPLEMENTATION OF THE POLICY:
This policy must ensure that:
- The Board consist of five (5) members, supported by five coordinators and various volunteers,
- Student Council Management Meetings *(SCEM)* are be conducted with Student Council Board and at least four (4) representatives of the EAHM Management, (Student Council Advisor, Director of Operations, QAM, Industry Relation Officer, Program Managers, Dean, and Managing Director), once a trimester, or more if required. Minutes will be taken by the EAHM operations team.

- Student Council Meetings *(SCM)* are be conducted a minimum of twice a month, with all Members of the Student Council present, (student liaison may join if needed).
- Additional meetings may be held for special occasions and/or events, if necessary, henceforth referred to as sub-committee meetings.
- The Board performance will be evaluated by the Advisor once per semester.
- Internal elections are applicable for all the Board positions (5), and only current Student Council Members can run for Board positions,
- The elections are transparent, therefor all active EAHM students will be invited to vote. The acting Board, (supported by the Student Advisor), organizes the elections.
- All documents pertaining to the Student Council are backed up electronically on the Student Council file on The Academy network.
- All documents produced by or submitted to the Student Council are saved internally. All material created by the Student Council adheres to the Corporate Guidelines of Jumeirah and EAHM.
- All documentation created by the Student Council must be approved by the Student Council Advisor prior to distribution or use.
- The Student Council' Moodle page acts as the centre point for (internal) communication and documentation.

ASSOCIATED DOCUMENTS:
- Student Council Constitution
- Student Handbook

MENTIONS:
- Student Handbook

DATE OF NEXT REVIEW:
This document should be reviewed by **February 2024.**

POLICY APPROVALS RECORD

Policy Name:	**Student Council**		
Policy Code:	**06ST17**	Formerly:	EA/STU/010
Date of first approval:	**09/2010**		

Reviewed/ Updated	Details of Amendment
09/2012	
31/07/2014	
31/07/2015	
31/07/2016	
05/08/2018	
17/07/2022	- Redefined functions, responsibilities, duration and scope

| 15/01/2024 | - | Role of advisor, treasurer |