

Position Description

GSA Faculty Council member

Reports to: GSA Board (with staff guidance and administrative support)

The Faculty Council is a subcommittee of the GSA Board, responsible for advising the GSA Board, GSA Representative Council, and GSA staff members about faculty-specific issues at the University of Melbourne. Faculty Council members serve as representatives and advocates of students from their respective faculty.

The Faculty Council is comprised of two members from each faculty, who are elected by students from their faculty following the GSA Annual General Meeting. The term of office for a member of the Faculty Council is from the date of election to the next GSA Annual General Meeting. Vacancies that arise outside of faculty elections may be filled via a process established by the GSA Board.

Key Responsibilities

Members of the Faculty Council are the GSA's primary point of reference on matters relating to graduates studying in their respective faculties. As such, members are expected to:

- Work collaboratively with the GSA Board, GSA Representative Council, GSA office-bearers, and GSA staff to contribute to GSA's representation and advocacy work.
- Engage with graduate students, student groups, and university bodies regarding the policies which impact their respective faculty, or the broader educational, research or welfare needs of graduate students at the university.
- Respond to direct and referred enquiries from graduate students from their respective faculty related to education and related matters.
- Prepare or contribute to articles and reports for distribution to graduates.
- Sit as a GSA representative on university committees and working groups.
- Offer support and training to student representatives on university committees and working groups, in consultation with GSA office-bearers and staff.

Reporting Requirements

Members of the Faculty Council are required to prepare and submit reports, including:

- Reports to the GSA Board every three months, containing details of:
 - Issues related to their respective faculty, and recommendations for further action by GSA office-bearers or staff.
 - Attendance at Faculty Council meetings, and university committees.
 - Ad hoc reports to the GSA Policy and Advocacy team regarding significant issues impacting graduate students in their faculty.
 - An annual report for tabling at the Annual General Meeting.
 - Training and handover materials for their successor.

Reports to the GSA Board must be submitted to GSA no later than seven days prior to the GSA Board meeting.

Sitting Fee

- Members of the Faculty Council will receive a Sitting Fee as approved via the honorarium memo by the membership to support them to undertake their duties.
- Payment of the Sitting Fee is subject to members' attendance at and participation in all Faculty Council meetings, and meeting reporting requirements.
- The GSA Board may suspend or cancel the Sitting Fee payments of members who do not adequately fulfil their duties.

General expectations

While representing GSA, regardless of whether they are on or off the premises of the University of Melbourne, the Faculty Council is expected to:

- Model appropriate behaviours in accordance with the GSA Governance Charter, Code of Conduct, and other behavioural guidelines and policies, including but not limited to:
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Leave of Absence Policy
 - Social Media Policy
 - Respectful Workplace Policy
 - Complaints Management Framework
- Contribute to their GSA responsibilities.
- Attend and participate in all Faculty Council meetings.
- Always act in the best interest of graduate students and the GSA.

SIGNED BY

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Faculty Council Member

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Date

SIGNED ON BEHALF OF THE ASSOCIATION

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President

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Date.

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General Secretary

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Date