

Position Overview

GSA Representative Council

Reports to : GSA Board

Time commitment: Minimum of 4 hours per week

Term of Office

Role and powers *(As per clause 9.1 of the GSA constitution)*

- (a) The GSA Board must establish, by Regulation, a subcommittee to be known as the Representative Council. The Representative Council does not have governance duties, its purpose is to advise the GSA Board and advocate on behalf of graduates and the portfolios they represent.
- (b) The Representative Council is responsible for the following:
 - (i) providing guidance and strategic advice regarding graduate student concerns and issues to the GSA Board, including proposing policy/ies, advocating for the collective interests of graduate students and meeting the aims, objectives and purpose of the Association;
 - (ii) managing portfolios as identified on a yearly basis by the GSA Board - representing a cohort or special interest of graduate students, promoting community, safety, equity and opportunities relevant;
 - (iii) Initiating and maintaining liaison with the University and its representatives subject to rules 8.1(b)(ii) – 8.1(b)(iii), maintaining and building the public profile of the Association;
 - (iv) implementing important projects as per the portfolios allocated, lead working groups, provide guidance to staff and GSA Board to improve graduates campus life and promoting community engagement;
 - (v) undertake extensive consultation with graduates/liaison with graduate groups to identify the needs of the graduate students and advocating on their behalf;
 - (vi) coordinating and being involved in the activities of the Association, and providing recommendations to the Board on the budget in order to facilitate this;
 - (vii) facilitating communication and advisory link between graduate students to improve accountability and transparency; and
 - (viii) ensuring that the directives of the GSA Board are implemented.

- (ix) Graduate Groups; and
- (x) any other matter as delegated by the GSA Board.

Reporting

All GSA Representative Council Members must ensure that a thorough written report is provided to GSA Board on the agreed template of reporting and time schedule.

Honorary

- Representative Councillors will be paid an honorarium to be determined by the Members at a general meeting.
- The General Secretary or the staff delegate may request proof of enrolment to confirm that a Representative Councillor is entitled to receive an honorarium.
- A Representative Councillor must notify the General Secretary in writing if they cease to be a student within five working days of the cessation.
- The GSA Board may suspend or cancel the honorarium 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 Representative Council is expected to:

- Model appropriate behaviours in accordance with the GSA Governance Charter, Code of Conduct, and other behavioural guidelines and policies.
- Attend and participate in all Representative Council meetings.
- Always act in the best interest of graduate students and the GSA.



Acknowledgement

I certify that I have read, understood, and accept the duties, responsibilities and obligations of my position.

SIGNED BY

.....
.....
Representative Council Member

.....
.....
Date

SIGNED ON BEHALF OF THE ASSOCIATION

.....
.....
President

.....
.....
Date

.....
.....
General Secretary

.....
.....
Date