

## Position Overview

### GSA Board Member

**Reports to:** GSA Board

**Time commitment:** Minimum of 4 hours per week

The business of GSA must be managed by or under the direction of the GSA Board. All duties of the GSA Board will be informed and supported by the Representative Council, Faculty Council, Graduate Representatives, Graduate Groups and staff members. This will be undertaken through meaningful and regular collaboration and consultation.

The role of the GSA Board is to provide leadership, good governance and strategic guidance for GSA to foster the culture for GSA and to ensure continuous improvement and effective oversight of GSA's activities. The GSA Board derives its authority to act from the Constitution. The GSA Board must ensure that GSA's activities comply with the Constitution and with legal and regulatory requirements.

### Role and powers

- (a) The GSA Board Member is responsible for:
- (i) fulfilling the legal obligations of the Association and ensuring it is properly administered in accordance with all relevant laws, and regulatory requirements.
  - (ii) adopting and revoking policies for the general conduct and management of the Association;
  - (iii) the governance functions of the Association, as set out in the Association's Role of GSA Board Policy, as amended from time to time.
  - (iv) ensuring compliance with the objectives, purposes and values of the Association's strategic plan and with its Constitution.
  - (v) establishing strong organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them.
  - (vi) leading strategic planning – reviewing and approving strategic direction and initiatives.
  - (vii) financial management – reviewing and approving budgets and annual financial statements, reporting to funding bodies, and monitoring the financial performance of the Association to ensure its solvency, financial strength, and positive performance.
  - (viii) delegation and determining organisational structure – setting and maintaining a framework of delegation and internal control.

- (ix) leadership selection – selecting, evaluating, and managing the performance of the Chief Executive Officer.
  - (x) remuneration setting - determining the remuneration policy for staff and senior management.
  - (xi) succession planning – planning for the GSA Board, Chief Executive Officer and succession of senior management.
  - (xii) risk management - reviewing and monitoring the effectiveness of Association’s risk management and compliance; agreeing or ratifying all policies and decisions on matters which might create significant risk to the Association, financially or otherwise.
  - (xiii) dispute management – dealing with and managing conflicts that may arise within the Association, including conflicts arising between GSA Board members, staff, the Chief Executive Officer, Members, volunteers, or graduates.
  - (xiv) undertaking relevant and strategic stakeholder engagement work; and
  - (xv) any other matters as prescribed in the Constitution and the Regulations.
- (b) The GSA Board may exercise all the powers of the Association except those powers that are required by the Constitution or the Act to be exercised by Members at general meetings of the Association.

### **Reporting**

All GSA Board Members must ensure that a thorough written report is tabled at each Board Meeting on the agreed template of reporting.

### **General expectations**

- As soon as practicable after being elected or appointed to the GSA Board, each Board Member must become familiar with relevant governance policies, director’s duties and Acts.
- While representing GSA, regardless of whether they are on or off the premises of the University of Melbourne, GSA Board Members are expected to:
  - Model appropriate behaviours in accordance with the GSA Governance Charter, Code of Conduct, and other behavioural guidelines, as well as uphold these policies with all GSA Board Members
  - Exercise their powers and discharge their duties with reasonable care and diligence.
  - Attend and participate at all GSA Board meetings.
  - Act in the best interest of graduate students and GSA.

**Honoraria**

- GSA Board members and Board Officials will be paid an honorarium to be determined by the Members at a general meeting (Rule 7.3).
- GSA Board members and Board Officials are not employees of UMGSA (Rule 7.2).

If a GSA Board Members does not adequately fulfil their duties, as determined by GSA Board, they will forfeit their Honoraria payments as stated in the honorarium payment policy.

**Please note:** This position description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other related tasks requested by **GSA Board** and as necessitated by the development of this role and the development of the Association. Nothing in the position detracts from the fiduciary and other governance duties you owe the Association as a GSA Board Member.

**Acknowledgement**

I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position and acknowledge that I am not an employee of UMGSA and therefore not entitled to benefits resulting from employment.

**SIGNED BY**

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Board 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