

Position Overview

GSA Faculty Council Member

Reports to: GSA Board

Time Commitment: Minimum of 4 hours per week

Roles & Powers

- a) The GSA Board must establish a subcommittee to be known as the Faculty Council. The Faculty Council does not have governance duties. Its purpose is to advise the GSA Board and Representative Council about service delivery, representation and policy work and any other duties delegated by the GSA Board.
- b) Faculty Councillors serve as representatives and advocates of students from their respective Faculty.
- c) The Faculty Council is responsible for the following:
 - i. managing faculty portfolios as identified on a yearly basis by the GSA Board - representing faculty special interest of graduate students, promoting community, safety, equity and opportunities relevant;
 - ii. initiating and maintaining liaison with the University Faculties and its representatives, maintaining and building the public profile of GSA;
 - iii. implementing important projects as per the faculty allocated, lead working groups, provide guidance to staff members and GSA Board to improve graduates' campus life and promoting community engagement;
 - iv. undertaking extensive consultation with graduates/liaison with graduate groups to identify the needs of graduate students in the faculty and advocating on their behalf;
 - v. coordinating and being involved in the activities of GSA, and providing recommendations to the GSA Board on the budget in order to facilitate this;
 - vi. facilitating communication and being an advisory link between graduate students of the faculty to improve accountability and transparency;
 - vii. ensuring that the directives of the GSA Board are implemented; and
 - viii. undertaking any other matter as delegated by the GSA Board.

Reporting

A. Reporting to the Faculty Council

- i. Each Faculty Councillor must submit a written report one week prior to each Faculty Council meeting.
- ii. The purpose of a Faculty Councillor report is to enhance accountability and facilitate effective communication.
- iii. A Faculty Councillor report will contain the following:
 - (a) key work and actions undertaken, including stakeholder meetings attended;
 - (b) issues for discussion at the next Faculty Council meeting; and
 - (c) recommendations on key issues, activities, events and policy matters.

B. Reporting to the GSA Board

- i. As soon as practicable following each Faculty Council meeting, the Faculty Council must ensure the Faculty Council minutes are provided to the GSA Board.
- ii. The GSA Board will carefully consider the content of the Faculty Council minutes and any recommendations in a timely manner.

Honorarium

- Faculty 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 Faculty Councillor is entitled to receive an honorarium.
- A Faculty 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 faculty council members who do not adequately fulfil their duties as stated in the honorarium payment policy.

General expectations

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

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

Acknowledgement

I certify that I have read, understood, and accepted 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

.....
Faculty Council Member

.....
Date

SIGNED ON BEHALF OF THE
ASSOCIATION

.....
President

.....
Date

.....
General Secretary

.....
Date