

GSA Elected Members Roles and Responsibilities

DESCRIPTION	GSA BOARD	REPRESENTATIVE COUNCIL / OFFICE BEARERS	FACULTY COUNCIL
Composition of the group	<p>8 members</p> <p>Will include President, General Secretary, Vice President and Treasurer and four general representatives.</p>	<p>Minimum of 8 members, and up to 15 members.</p> <p>Determined each year by GSA Board before election. (May include: Women's Officer, Education and Research Officer, Families Officer, Health and Well-Being Officer, LGBTQI Officer, International Officer, Activities Officer and additional portfolios.)</p>	<p>20 members</p> <p>2 members elected from each faculty (currently 10 faculties as recognised by the University of Melbourne).</p>
Roles and responsibilities	<p>The GSA Board is responsible for:</p> <ol style="list-style-type: none"> i. fulfilling the legal obligations of the Association and ensuring it is properly administered in accordance with all relevant laws, and regulatory requirements; ii. the governance functions of the Association, as set out in the Association's Role of GSA Board Policy, as amended from time to time; iii. ensuring compliance with the objectives, purposes and values of the Association's strategic plan and with its Constitution; 	<p>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.</p> <p>The Representative Council is responsible for the following:</p> <ol style="list-style-type: none"> 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, 	<ol style="list-style-type: none"> i. The GSA Board must establish, by Regulation, a subcommittee to be known as the Faculty Council. ii. The purpose of the Faculty Council 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. iii. The Faculty Council will consist of two Members from each faculty, elected by students from their Faculty

	<ul style="list-style-type: none"> iv. establishing strong organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them; v. leading strategic planning – reviewing and approving strategic direction and initiatives; vi. 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; vii. delegation and determining organisational structure – setting and maintaining a framework of delegation and internal control; viii. leadership selection – selecting, evaluating and managing the performance of the Chief Executive Officer; ix. remuneration setting- determining the remuneration policy for staff and senior management; x. succession planning – planning for the GSA Board, Chief Executive 	<ul style="list-style-type: none"> objectives and purpose of the Association; ii. managing officer portfolios- representing a cohort or special interest of graduate students, promoting community, safety, equity and relevant opportunities; iii. initiating and maintaining liaison with the University and its representatives subject to rules 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 graduate campus life and promote 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 links between graduate students to improve accountability and transparency; and 	<ul style="list-style-type: none"> in accordance with electoral regulations. iv. A person is not eligible to be a Faculty Council member if they are a GSA Board member or a Representative Councillor. v. The Faculty Council must meet at least once per quarter. vi. The GSA Board will endeavour to ensure that the Faculty Council provides for fair representation of all students including research and coursework, domestic and international students.
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	<p>Officer and succession of senior management;</p> <p>xi. risk management - reviewing and monitoring the effectiveness of the 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;</p> <p>xii. 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;</p> <p>xiii. undertaking relevant and strategic stakeholder engagement work; and</p> <p>xiv. any other matters as prescribed in this Constitution and the Regulations.</p> <p>xv. The GSA Board may exercise all the powers of the Association except those powers that are required by this Constitution or the Act to be exercised by Members at general meetings of the Association.</p>	<p>viii. ensuring that the directives of the GSA Board are implemented.</p> <p>ix. Graduate Groups; and</p> <p>x. any other matter as delegated by the GSA Board.</p>	
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