

Position Description

Graduate Representative: GSA-nominated Committee Members (Volunteer)

Created: October 2020

Reports to: GSA Policy & Advocacy team

Availability: 4-10 committee meetings per year, 3 Graduate Leaders Forums per semester, 2-5 hours reading and report writing a year

About GSA

The University of Melbourne Graduate Student Association (GSA) is the independent representative organisation for all graduate coursework and research students at the University of Melbourne. GSA is led by 8 GSA Board members and 7 Representative Council members, who are all elected University of Melbourne graduate students. On behalf of over 29,000 constituents we represent graduate student interests to the University and wider community, provide student engagement events, activities, and information to the graduate student community, and support 147 affiliated graduate student groups.

GSA's vision is for cohesive communities that actively empower graduate students to achieve meaningful holistic outcomes and experiences. Our mission is to enable and build these communities through proactive, responsible representation and advocacy; purposeful, impactful services and support; and strong partnerships with the University of Melbourne and relevant stakeholders and agencies.

Role Purpose

A vital part of GSA's representation work is to ensure that graduate students have a voice in how the University develops policies and adheres to proper processes in undertaking its activities. Every major decision made at the University will be discussed on the relevant committee before it is implemented, which is why student representation is so important.

GSA's nominated graduate student committee members are the direct voice for graduate students in the room and share the unique perspective and experiences of graduate students with the academic and professional staff members of the committee.

GSA relies on our nominated committee members to keep us informed about discussions and decisions made by the University, so that we can continue to advocate and represent the interests of all graduate students.

Main tasks

Key Responsibilities

- Attend all committee meetings and be prepared to engage with the materials
- Advocate for the interests of graduate students on the committee
- Meet with the committee Chair and Secretary at the start of the year
- Read all committee papers prior to the meeting and seek clarification from GSA Policy & Advocacy Team where appropriate
- Submit brief reports to GSA after all committee meetings



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- Respect the confidentiality of the committee papers
- Be available to assist with handover for future committee representatives
- Maintain regular communication with GSA Policy & Advocacy Team
- Attend and participate in the Graduate Leaders Forum to network, collaborate and seek input from other GSA-nominated committee representatives
- Work with GSA Council, staff, and other graduate student leaders to inform GSA's advocacy and policy stance on issues as required
- Attend professional development as required
- Adhere to GSA's policies

Knowledge, skills, and experience

- Enthusiasm for and strong interest in student representation and the work of GSA in this area
- Ability to effectively engage with committee members and advocate for the graduate student voice
- Ability to take initiative and consult with graduate students, GSA Council and staff as required
- Previous experience in a student representative capacity desirable

Learning and development

- Complete the GSA committee representation induction session
- Access to exclusive professional development opportunities for committee representatives and other graduate student leaders
- Ongoing support from GSA's Policy & Advocacy Team
- End of year celebration and recognition of service ceremony

Acknowledgement

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

SIGNED BY

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Volunteer

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Date

SIGNED ON BEHALF OF THE ASSOCIATION

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GSA

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Date