

GUPSA BOARD POSITION DESCRIPTIONS:

Chairperson

1. The Chairperson is elected by the Board at the first meeting of its term in office.
2. The Chairperson shall:
 - a. Speaks on behalf of the Association, Board and the broader Griffith postgraduate community where appropriate;
 - b. Take a leadership role in conjunction with the Board in promoting the Association, its aims, services, and programs where appropriate and endorsed by the Board;
 - c. Act in, or nominate another to act in, the postgraduate representative positions in the University's governance structures that belong to the Chairperson of GUPSA;
 - d. Chair the Board of the Association;
 - e. Provide an Annual Report to the Annual General Meeting;
 - f. Prioritise and delegate tasks and responsibilities as necessary amongst the Board;
 - g. Facilitate discussion within and beyond the Board to develop Association policies and services and achieve Association goals;
 - h. Maintain and facilitate communication between elements of Griffith University and relevant postgraduate student communities on matters of concern to them;
 - i. Act as a full member of the Board; *and*
 - j. Carry out such other duties as the Constitution or By-Laws and Board may prescribe or permit.

Coursework Officer

1. The Coursework Officer must be a currently enrolled postgraduate Coursework student at Griffith University based on any of the Brisbane or Logan campuses.
2. The Coursework Officer is the bridge between the Coursework postgraduate student community, the broader University community, and the Association.
3. The Coursework Officer shall:
 - a. Respond to inquiries from, speak for and represent the interests of the Griffith postgraduate coursework student community;
 - b. Prepare and broadcast information for postgraduate coursework students on common areas of concern;

- c. Act as an advisor and champion for grievances raised with the Association by postgraduate coursework students in accordance with the Constitution or By-Laws;
- d. Act as a full member of the Board; *and*
- e. Carry out such other duties as the Constitution or By-Laws and Board may prescribe or permit.

Research Officer

1. The Research Officer must be a currently enrolled postgraduate Research student at Griffith University based on any of the Brisbane or Logan campuses.
2. The Research Officer is the bridge between the Research postgraduate student community, the broader University community, and the Association.
3. The Research Officer shall:
 - a. Respond to inquiries from, speak for and represent the interests of the Griffith research higher degree student community;
 - b. Prepare and broadcast information for research higher degree students on common areas of concern;
 - c. Act as an advisor and champion for grievances raised with the Association by research higher degree students in accordance with the Constitution or By-Laws;
 - d. Act as a full member of the Board; *and*
 - e. Carry out such other duties as the Constitution or By-Laws and Board may prescribe or permit.

International Students Officer

1. The International Students Officer must be a currently enrolled postgraduate International student at Griffith University based on any of the Brisbane or Logan campuses.
2. The International Students Officer is the bridge between the international postgraduate student community, the broader University community, and the Association.
3. The International Students Officer shall:
 - a. Broaden awareness in the international postgraduate student community of the role and objectives of the Association and the services it provides;
 - b. Represent the interests of the international postgraduate student community at an Association and a University level;

- c. Liaise with the Campus Coordination Officer to determine the situation of and address the issues facing the international postgraduate student community of each campus;
- d. Liaise with the Griffith University International Students Association and external bodies relevant to international students at Griffith;
- e. Determine specific issues affecting international postgraduate students and make recommendations to the Board and representations to other bodies in the broader University community to address them;
- f. Liaise with the Griffith International Centre on behalf of international student members of the Association;
- g. Act as a full member of the Board; *and*
- h. Carry out such other duties as the Constitution or By-Laws and Board may prescribe or permit.

Equity Officer

1. The Equity Officer must be a currently enrolled postgraduate student from any of the equity groups at Griffith University and based on any of the Brisbane or Logan campuses.
2. The Equity Officer is the bridge between all equity groups - including but not limited to women, Aboriginal or Torres Strait Islander students, queer students or students with a disability - the broader University community, and the Association.
3. The Equity Officer shall:
 - a. Have an understanding of the majority of Equity groups on all Brisbane and Logan campuses.
 - b. Broaden awareness in the Equity postgraduate student community of the role and objectives of the Association and the services it provides;
 - c. Represent the interests of the Equity postgraduate student communities at a University level;
 - d. Liaise with the Campus Coordinators to determine the situation of and address the issues facing each campuses' Equity postgraduate student communities;
 - e. Determine specific issues affecting Equity postgraduate students and make recommendations to the Board and representations to other bodies in the broader University community to address them;
 - f. Act as a full member of the Board; *and*

- g. Carry out such other duties as the Constitution or By-Laws and Board may prescribe or permit.

Campus Coordination Officer

1. The Campus Coordination Officer must be a currently enrolled postgraduate student at Griffith University based on any of the Brisbane or Logan campuses.
2. The Campus Coordinator is the bridge between the local postgraduate community of their campus of the University, the broader University community, and the Association.
3. The Campus Coordination Officer shall:
 - a. Broaden awareness in the campus postgraduate student communities of the role and objectives of the Association and the services it provides;
 - b. Respond to inquiries from, speak for and represent the interests of a campus postgraduate student community;
 - c. Coordinate the provision of campus based Association facilities, services, and programs to the postgraduate students of the campuses;
 - d. Determine specific campus issues affecting postgraduate students on their particular campuses and make recommendations to the Board and representations to other bodies in the broader University community to address them;
 - e. Act as a full member of the Board; *and*
 - f. Carry out such other duties as the Constitution or By-Laws and Board may prescribe or permit.