

## GUPSA Board Position Descriptions:

### Chairperson

1. The Chairperson is elected by the Board at the first meeting of its term in office. Only the officers representing an enrolment portfolio (coursework, online, research) are eligible for the role, with each serving in the role for one trimester. The first official meeting of the Board will determine which officer will chair in each trimester.
2. The Chairperson shall:
  - a. Represent and speak on behalf of the Association, the 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. Liaise with the Postgraduate Student Representative on University Council;
  - e. Liaise with the President of GCAP on matters of common concern;
  - f. Liaise with the CAPA President and Vice President to represent the interests of GUPSA and Griffith postgraduate students;
  - g. Chair the Board of the Association;
  - h. Provide an Annual Report to the Annual General Meeting;
  - i. Prioritise and delegate tasks and responsibilities as necessary amongst the Board;
  - j. Facilitate discussion within and beyond the Board to develop Association policies and services and achieve Association goals;
  - k. Maintain and facilitate communication between elements of Griffith University and relevant postgraduate student communities on matters of concern to them;
  - l. Act as a full member of the Board; *and*
  - m. 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. Liaise with the Coursework Postgraduate Student Representative on Academic Committee, and other similar coursework student representatives, on matters of common concern;

- c. Liaise with the CAPA President and Vice President to represent the interests of GUPSA and Griffith postgraduate students;
- d. Prepare and broadcast information for postgraduate coursework students on common areas of concern;
- e. Act as an advisor and champion for issues raised with the Association by postgraduate coursework students in accordance with the Constitution or By-Laws;
- f. Act as a full member of the Board;
- g. Carry out the duties legitimately delegated or assigned to them by the Board;
- h. 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 Research 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. Liaise with HDR Candidate representatives Board of Graduate Research, the HDR Candidate representative on Academic Committee, and other similar HDR candidate representatives, on matters of common concern;
  - c. Liaise with the CAPA President and Vice President to represent the interests of GUPSA and Griffith postgraduate students;
  - d. Prepare and broadcast information for research higher degree students on common areas of concern;
  - e. Act as an advisor and champion for issues raised with the Association by research higher degree students in accordance with the Constitution or By-Laws;
  - f. Act as a full member of the Board;
  - g. Carry out the duties legitimately delegated or assigned to them by the Board;
  - h. Carry out such other duties as the Constitution or By-Laws and Board may prescribe or permit.

### **Online Officer**

1. The Online Officer must be a postgraduate student currently enrolled exclusively in an online postgraduate degree.
2. The Online Officer is the bridge between the online postgraduate student community, the broader postgraduate student community, and the Association.
3. The Online Officer shall:
  - a. Respond to inquiries from, speak for and represent the interests of the Griffith online postgraduate student community;
  - b. Liaise with relevant Griffith University bodies on issues affecting online postgraduate students;
  - c. Liaise with the CAPA President and Vice President to represent the interests of GUPSA and Griffith postgraduate students;

- d. Prepare and broadcast information for postgraduate online students on common areas of concern;
- e. Act as an advisor and champion issues raised with the Association by online postgraduate students in accordance with the Constitution or By-Laws;
- f. Act as a full member of the Board; Carry out the duties legitimately delegated or assigned to them by the Board;
- g. 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 international 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, and externally with relevant bodies;
  - c. Liaise with the Griffith International and other relevant Griffith University bodies on behalf of international postgraduate student members of the Association;
  - d. Liaise with International HDR Candidate Board of Graduate Research Representative on matters relating to international research students;
  - e. Liaise with Griffith University international student clubs and external bodies relevant to international students at Griffith;
  - f. Liaise with the CISA Postgraduate Officer and CAPA International Officer to represent the interests of GUPSA's international postgraduate student members;
  - g. 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;
  - h. Act as a full member of the Board; *and*
  - i. Carry out such other duties as the Constitution or By-Laws and Board may prescribe or permit.

### **Indigenous Students Officer**

1. The Indigenous Students Officer must be a currently enrolled postgraduate Indigenous student at Griffith University either based on any of the Brisbane or Logan campuses or enrolled in an exclusively online degree. In accordance with the relevant provisions of the Constitution, the Indigenous Students Officer shall be recognised as an Indigenous Australian of Aboriginal or Torres Strait Islander descent by the appropriate authorities.

2. The Indigenous Students Officer is the bridge between the indigenous postgraduate student community, the broader indigenous community, and the broader Association
3. The Indigenous Students Representative shall:
  - a. Broaden awareness in the indigenous postgraduate student community of the role and objectives of the Association and the services it provides;
  - b. Represent the interests of the Griffith indigenous postgraduate student community at an Association and a University level, and externally with relevant bodies;
  - c. Liaise with the relevant Griffith University bodies – e.g. Gumurrii Centre, Indigenous Research Centre, Aboriginal and Torres Strait Islander Advisory Committee - on matters of common concern;
  - d. Liaise with Aboriginal and Torres Strait Islander HDR Candidate Representatives on matters of common concern;
  - e. Liaise with the SRC Indigenous Officer on matters of common concern;
  - f. liaise with Griffith Indigenous Student Association;
  - g. Liaise with the NATSIPA President and CAPA NATSIPA appointee, to represent the interests GUPSA's indigenous postgraduate student members;
  - h. Determine specific issues affecting indigenous postgraduate students and make recommendations to the Board and representations to other bodies in the broader University community to address 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 prescribe or permit.

#### **LGBTQI+ Officer**

1. The LGBTQI+ Officer must be a currently enrolled postgraduate LGBTQI+ student at Griffith University based on any of the Brisbane or Logan campuses or enrolled in an exclusively online degree.
2. The LGBTQI+ Officer is the bridge between LGBTQI+ postgraduate student communities the broader LGBTQI+ community, and the Association.
3. The LGBTQI+ Officer shall:
  - a. Broaden awareness in the LGBTQI+ postgraduate student community of the role and objectives of the Association and the services it provides;
  - b. Represent the interests of Griffith's LGBTQI+ postgraduate student communities at an Association and a University level, and externally with relevant bodies;
  - c. Liaise with the Griffith University Rainbow Society and relevant Griffith University bodies – e.g. Griffith Pride Committee, Ally Network - on issues of common concern;
  - d. liaise with the CAPA Queer Officer to represent the interests of GUPSA's LGBTQI+ postgraduate student members;
  - e. Determine specific issues affecting LGBTQI+ 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.

### **Women's Officer**

1. The Women's Officer must be a currently enrolled woman-identifying postgraduate student at Griffith University based on any of the Brisbane or Logan campuses or enrolled in an exclusively online degree.
2. The Women's Officer is the bridge between women-identifying postgraduate students, the broader community, and the Association.
3. The Women's Officer shall:
  - a. Broaden awareness among women-identifying postgraduate students of the role and objectives of the Association and the services it provides;
  - b. Represent the interests of women-identifying postgraduate students at an Association and a University level, and externally with relevant bodies;
  - c. Liaise with relevant Griffith University bodies, such as the Equity Committee and Safe Campuses Advisory Committee, on issues affecting women-identifying postgraduate students;
  - d. liaise with the CAPA Women's Officer, to represent the interests of GUPSA's women-identified postgraduate student members;
  - e. Determine specific issues affecting women-identifying postgraduate students and make recommendations to the Board and representations to other bodies in the broader University community to address them;
  - f. Bring women-identifying postgraduate students together to better elicit their ideas and represent them;
  - 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.

### **Disability Officer**

1. The Disability Officer must be a currently enrolled postgraduate student with a disability at Griffith University based on any of the Brisbane or Logan campuses or enrolled in an exclusively online degree.
2. The Disability Officer is the bridge between postgraduate students with a disability, the broader community of people with a disability, and the Association.
3. The Disability Officer shall:
  - a. Broaden awareness among postgraduate students with a disability of the role and objectives of the Association and the services it provides;
  - b. Represent the interests of postgraduate students with a disability at an Association and a University level, and externally with relevant bodies;
  - c. Liaise with relevant Griffith University bodies, such as the Disability Advisory Committee and Student Disability and Accessibility, on issues affecting postgraduate students with a disability;
  - d. Liaise with the CAPA Disabilities Officer, to represent the interests of GUPSA's postgraduate student members with a disability;
  - e. Determine specific issues affecting postgraduate students with a disability 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.

### **Carer's Officer**

1. The Carer's Officer must be a postgraduate student with caring responsibilities currently enrolled at Griffith University based on any of the Brisbane or Logan campuses or enrolled in an exclusively online degree.
2. The Carer's Officer is the bridge between postgraduate students with caring responsibilities, the broader community, and the Association.
3. The Carer's Officer shall:
  - a. Broaden awareness among postgraduate students with caring responsibilities of the role and objectives of the Association and the services it provides;
  - b. Represent the interests of postgraduate students with caring responsibilities students at an Association and a University level, and externally with relevant bodies;
  - c. Liaise with relevant Griffith University bodies, such as the Equity Committee and Safe Campuses Advisory Committee, on issues affecting postgraduate students with caring responsibilities;
  - d. Determine specific issues affecting postgraduate students with caring responsibilities and make recommendations to the Board and representations to other bodies in the broader University community to address them;
  - e. Bring postgraduate students with caring responsibilities together to better elicit their ideas and represent 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.

### **Sustainability Officer**

1. The Sustainability Officer must be a currently enrolled postgraduate student at Griffith University based on any of the Brisbane or Logan campuses or enrolled in an exclusively online degree.
2. The Sustainability Officer is the bridge between Griffith postgraduate students, the University, the broader community, and the Association on issues of sustainability.
3. The Sustainability Officer shall:
  - a. Broaden awareness in the postgraduate student community of the sustainability objectives of the Association and of Griffith University;
  - b. Respond to inquiries from, speak for and represent the sustainability interests of the postgraduate student community at Griffith;
  - c. Determine specific sustainability issues affecting postgraduate students on Griffith campuses and make recommendations to the Board and representations to other bodies in the broader University community to address them;
  - d. Develop and run campaigns to engage Griffith postgraduate students with sustainability;

- e. Liaise with relevant Griffith University bodies, such as the Sustainability Committee, on sustainability issues;
- 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.

### **Communications Officer**

1. The Communications Officer must be a postgraduate student, with relevant communications work or study experience, currently enrolled at Griffith University based on any of the Brisbane or Logan campuses or enrolled in an exclusively online degree.
2. The Communications Officer is the bridge between the Association and the postgraduate community.
3. The Communications Officer shall:
  - a. Develop effective communication practices between GUPSA and the broader postgraduate student community at Griffith;
  - b. Monitor GUPSA's website social media and gupsa email address, and work with GUPSA staff to disseminate information to Griffith postgraduate students;
  - c. Respond to student enquiries, as appropriate, on GUPSA's social media and the gupsa email address;
  - d. Assist the Board in the preparation of formal communications, including media statements, as required;
  - e. Follow current issues affecting postgraduate students at a local, national or international level, and contribute regular articles to GUPSA's website blog;
  - f. Encourage and facilitate contributions to GUPSA's blog from Board members and other students;
  - 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.