

2025 STUDENT REPRESENTATIVES ROLES & RESPONSIBILITIES



MONSU.CAULFIELD

MONSU CAULFIELD ELECTED REPRESENTATIVES

All MONSU Elected Representatives are interconnected and they all work together to achieve a greater purpose for Monash Caulfield undergraduate students.

PRESIDENT

VICE-PRESIDENT

WOMEN'S OFFICER

WELFARE OFFICER

EDUCATION OFFICER

MARKETING OFFICER

CLUBS OFFICER

OSS OFFICER

QUEER OFFICER

PEOPLE OF COLOUR

ACTIVITIES OFFICER

GENERAL REPRESENTATION

FIRST YEAR REPRESENTATION

ROLES OF ELECTED REPRESENTATIVES

PRESIDENT

To serve as the President of the MONSU Caulfield Council Board by providing strong leadership, strategic direction, and representation for the student body. This role involves overseeing the overall operations of the council, ensuring that its decisions, policies, and initiatives align with the needs and interests of Monash Caulfield students. The President acts as the primary spokesperson for MONSU, advocating for students' rights and interests in discussions with university administration, external stakeholders, and the wider community. A key responsibility is ensuring that the council applies and abides by best practices in governance, decision-making, and student representation. The Vice President works closely with student representatives, and staff to maintain high operational standards and drive initiatives that benefit students.

Additionally, the Vice President should ensure that all members are supported in fulfilling their roles effectively. They may also be involved in resolving conflicts, mentoring new council members, and ensuring that all projects and events align with the student council's mission and objectives. The President is also responsible for representing students' voices at university meetings, policy discussions, and external forums to ensure that students' concerns are heard and addressed.

RESPONSIBILITIES:

- Act as the spokesperson for MONSU Caulfield
- Liaise with University department staff to ensure that student issues are represented
- Support other representatives in their roles
- Be a role model for all other student council representatives
- Act as the direct communication platform between representatives and staff at MONSU Caulfield
- Ensure that all representatives are aware of and comply with MONSU's strategic plan and values
- Work closely with the General Manager and Student Development Coordinator
- Maintain a high level of communication with the General Manager, especially regarding changes that directly impact MONSU and students
- Learn and understand the constitution, ensuring that it is accessible at all council meetings
- Ensure that Caulfield students and staff know your role as the President by actively engaging with the campus community.
- Ensure the President's official email is checked regularly and emails are responded to: *president@monsu.org*

EVENTS + INITIATIVES:

- Orientation Events
- Regular meetings with the General Manager
- Representing MONSU Caulfield at Monash University meetings and committees

ROLES OF ELECTED REPRESENTATIVES

VICE PRESIDENT

To act as the Secretary of the MONSU Caulfield Council Board by providing strong leadership, supporting the President, and ensuring the council operates effectively and in the best interests of the student community. This role involves assisting in strategic decision-making, overseeing council activities, and stepping in to lead when the President is unavailable. A key responsibility is ensuring that the council applies and abides by best practices in governance, decision-making, and student representation. The Vice President works closely with student representatives, and staff to maintain high operational standards and drive initiatives that benefit students. Additionally, the Vice President should ensure that all members are supported in fulfilling their roles effectively. They may also be involved in resolving conflicts, mentoring new council members, and ensuring that all projects and events align with the MONSU student council board's mission and objectives.

RESPONSIBILITIES:

- Work closely with, and deputise for the President
- Provide support to and assistance to Student Representatives by empowering and encouraging them in their roles
- Research/develop new initiatives to enhance the student experience in conjunction with the President and General Manager
- Support and assist the President where needed
- Send out and submit the agenda for all council meetings
- Actively take minutes during council meetings and ensure those minutes are approved and submitted
- Ensure that Caulfield students and staff know your role as the Vice President by actively engaging with the campus community.
- Ensure the Vice President's official email is checked regularly and emails are responded to: vice.president@monsu.org

EVENTS + INITIATIVES:

- Orientation Events
- Regular meetings with the General Manager
- Representing MONSU Caulfield at Monash University meetings and committees

WOMEN'S OFFICER

To represent the women of Monash Caulfield, advocating for their rights, interests and well-being. This role ensures that women's voices are heard by raising concerns, presenting policy recommendations to the MONSU Student Council Board, and implementing campaigns and initiatives focused on gender equality, women's rights, and safety. A key responsibility is maintaining the MONSU Women's Lounge, providing a safe and inclusive space for women to connect. The role also involves organising initiatives promoting, campaigning and addressing issues surrounding women. Additionally, this role involves actively representing the women of Monash University Caulfield on the MONSU Student Council Board, ensuring their voices are heard in decision-making processes and advocating for policies that enhance their university experience.

RESPONSIBILITIES:

- Listen to the needs of women and work with staff to organise events and initiatives to empower women
- Create a safe and welcoming environment for women at MONSU Caulfield, where they are able to voice their concerns
- Make your presence as a women's officer known to students and staff at Caulfield

ROLES OF ELECTED REPRESENTATIVES

- Empower women to have a voice and ensure they are heard
- Reach out and research women's needs to understand the issues and concerns they are facing in current society
- Promote and maintain the Women's Lounge, ensuring it remains a welcoming place for all women to go
- Ensure that Caulfield students and staff know your role as the Women's Officer by actively engaging with the campus community.
- Ensure the Women's Officer official email is checked regularly and emails are responded to: *womens@monsu.org*

EVENTS + INITIATIVES:

- Orientation Events
- Safe 'n Sexy
- Women's Space
- @monsu.womens Instagram

WELFARE OFFICER

To provide services that cater to the happiness and health (mental, physical, financial) of Monash Caulfield students while ensuring their interests and concerns are represented on the MONSU student council board. To listen to the issues concerning students, whilst advocating for and addressing student welfare issues to the MONSU Caulfield student council and Monash University. This role involves actively representing the students of Monash University Caulfield on the MONSU Student Council Board, ensuring their voices are heard in decision-making processes regarding their welfare while advocating for policies that help better their lives.

RESPONSIBILITIES:

- Liaise with welfare services on-campus to ensure students are aware of them and can access them including Monash Health services
- Develop initiatives and resources that address student welfare issues like mental health
- Actively seek feedback from students regarding how they are coping on campus and with their studies
- Familiarise yourself with all Monash Welfare Services
- Acting as a point of contact via email for students seeking guidance or assistance with welfare-related matters
- Ensure that Caulfield students and staff know your role as the Welfare Officer by actively engaging with the campus community.
- Ensure the Welfare Officer's official email is checked regularly and emails are responded to: *welfare@monsu.org*

EVENTS + INITIATIVES:

- Orientation Events
- Breakfast Club
- MONSU.PANTRY
- Representing MONSU Caulfield at welfare related Monash University meetings and committees

ROLES OF ELECTED REPRESENTATIVES

QUEER OFFICER

To represent the Queer/LGBTIQA+ community at Monash Caulfield campus by offering resources, events, and initiatives that promote inclusivity, well-being, and a sense of belonging. This role also involves representing the interests and concerns of the Queer/LGBTIQA+ community on the MONSU student council board, ensuring that their voices are heard, and advocating for policies that directly impact them. Additionally, they will actively work towards creating a safer, more welcoming, and affirming campus environment through education, awareness campaigns, and collaboration with university stakeholders to foster a culture of respect, diversity, and equality.

RESPONSIBILITIES:

- Strive to create a safe environment for Queer/LGBTIQA+ community at the Monash Caulfield campus
- Identify issues that are impacting this community and develop programs to address them
- Promote educational programs destigmatising myths about Queer/LGBTIQA+ community
- Raise awareness of Queer/LGBTIQA+ community
- Promote the Monash Ally community and become an Ally
- Make sure that all MONSU events are inclusive for every student
- Promote and maintain the Queer Lounge, ensuring it remains a welcoming place for all Queer/LGBTIQA+ to go
- Ensure that students and staff at Caulfield are aware of your role as the Queer Officer by actively engaging with the campus community.
- Ensure the Queer Officer's official email is checked regularly and emails are responded to: queer@monsu.org

EVENTS + INITIATIVES:

- Orientation Events
- Pride Week
- Queer Lounge

OVERSEAS STUDENT (OSS) OFFICER

To provide dedicated services, support, and advocacy for Monash Caulfield international students by offering resources, programs, and initiatives that enhance their academic, social, and cultural experiences. This role involves ensuring international students have access to essential information, welfare support, and engagement opportunities to help them navigate university life, adjust to a new environment, and feel included in the campus community. Additionally, the role includes representing the interests, concerns, and challenges faced by international students on the MONSU Student Council board.

RESPONSIBILITIES:

- Ensure that International students' issues are represented across the university
- Identify issues impacting International students and work with MONSU staff to organise programs, resources and events to address these issues
- Ensure international students are aware that they are represented and can raise issues of concern
- Ensure International students have a strong presence and voice on the Caulfield Campus
- Ensure international students have a good student experience on campus

ROLES OF ELECTED REPRESENTATIVES

- Familiarise yourself with Monash services that support and help international Students.
- Ensure that Caulfield students and staff know your role as the OSS Officer by actively engaging with the campus community.
- Ensure the OSS Officer's official email is checked regularly and emails are responded to: *oss@monsu.org*

EVENTS + INITIATIVES:

- Orientation Events
- International Student Day
- Migration Seminar
- Cultural Night

CLUBS OFFICER

To offer support and services to MONSU Caulfield Clubs + Societies, ensuring their needs are effectively addressed and their voices are represented to the MONSU Student Council Board. This includes actively contributing to the development and implementation of best practices for all club-related activities, fostering a relationship with club executives to help build a community, and creating opportunities for clubs to activate campus and help them attract new members.

RESPONSIBILITIES:

- Assist the Student Development Coordinator in organising events to meet the club's needs and creating a sense of community with MONSU Caulfield
- Engage with and encourage open communication with club executives to build relationships
- Campaign on behalf of clubs about any issues that may affect club members
- Research/develop new initiatives to assist clubs to provide a great student experience
- Provide ongoing support for clubs throughout the year
- Keep MONSU Student Council Board up to date on any club updates, changes to policy or club-related activities
- Understanding of MONSU Caulfield Clubs + Societies By-Laws
- Ensure that Caulfield students and staff know your role as the Clubs Officer by actively engaging with the campus community.
- Ensure the Clubs Officer's official email is checked regularly and emails are responded to: *clubs@monsu.org*

EVENTS + INITIATIVES:

- Orientation Events
- Clubs & Societies Development Session
- MONSU Caulfield Annual Awards Night
- Clubs Annual General Meetings

ROLES OF ELECTED REPRESENTATIVES

EDUCATION OFFICER

To provide essential services and advocacy around academic policies and learning concerns for Monash Caulfield students by offering resources, programs, and initiatives that support their academic success and university experience. This role involves ensuring that students are represented during Academic Progress Committee (APC) Hearings by ensuring that a MONSU representative is on the panel and can ensure the undergraduate student perspective is voiced. Additionally, this role includes actively representing the academic and learning interests, concerns, and needs of students on the MONSU Student Council board, particularly in discussions related to university policies and their potential impact on students' learning and overall experience.

RESPONSIBILITIES:

- Work closely with MONSU staff especially Student Rights + Support (SRS) to ensure student voices are represented in policy changes
- Ensure SRS are informed of any policy changes
- Work closely with MONSU staff to campaign and write submissions to address policy issues
- Ensure student members are trained and understand APC requirements
- Develop programs and events that address issues that are impacting student's learning
- Attend all education meetings, provide a summary to SR+S and the Student Council
- Ensure that Caulfield students and staff know your role as the Education Officer by actively engaging with the campus community.
- Ensure the Education Officer's official email is checked regularly and emails are responded to: education@monsu.org

EVENTS + INITIATIVES:

- Orientation Events
- Breakfast Club
- APC Hearings
- Representing MONSU Caulfield at education related Monash University meetings and committees

ACTIVITIES OFFICER

To ensure that Caulfield Campus students have a vibrant, engaging, and fulfilling student experience by actively initiating, planning, and implementing a diverse range of activities, programs, and events tailored to meet the needs and interests of the student community. Additionally, this role ensures that student events and initiatives are inclusive, accessible, and representative of the diverse student population at Caulfield Campus. By gathering student feedback and collaborating with student representatives, staff, and Monash stakeholders, this role helps students feel supported, valued, and connected throughout their university journey by fostering a strong sense of community and belonging.

RESPONSIBILITIES:

- Work closely with the Student Engagement team to develop and plan activities
- Support MONSU staff with support at events and programs
- Assist other officers in facilitating and running events and programs
- Ensure programs are developed to meet student needs
- Gather feedback to ensure a diverse range of interests is being met
- Ensure that Caulfield students and staff know your role as the Activities Officer by actively engaging with the campus community.

ROLES OF ELECTED REPRESENTATIVES

- Ensure the Activities Officer's official email is checked regularly and emails are responded to: *activities@monsu.org*

EVENTS + INITIATIVES:

- Orientation Events
- Midweek Meet
- Party Cruise
- Monash Sport/NRC Movie Night
- After Exams Party (AXP)
- Moonlight Cinemas
- Crew Events

PEOPLE OF COLOUR (POC) OFFICER

To provide services, support, and advocacy for People of Colour (POC) at Monash Caulfield, ensuring that their voices, experiences, and needs are recognised and addressed within the university community. This role focuses on fostering an inclusive and diverse campus environment where all students, regardless of their racial or cultural backgrounds, feel welcomed, valued, and empowered. Additionally, this role involves actively representing People of Colour on the MONSU Student Council Board, advocating for policies and initiatives that promote racial equity, cultural inclusivity, and equal opportunities. This includes working to eliminate barriers that POC students may face, whether in academic settings, campus life, or student services.

RESPONSIBILITIES:

- Ensure all People of Colour feel welcome and safe at MONSU Caulfield
- Research and understand the difficulties surrounding People of Colour.
- Campaign on behalf of People of Colour around mental health, equity, equality, and discrimination
- Organising and supporting cultural events, workshops, and awareness campaigns that celebrate diversity and promote inter-cultural understanding.
- Ensure that all People of Colour students are aware that MONSU Caulfield has a People of Colour Officer to represent them
- Actively promote welfare and provide a safe space and community for students who are People of Colour
- Ensure that Caulfield students and staff know your role as the POC Officer by actively engaging with the campus community.
- Ensure the POC Officer's official email is checked regularly and emails are responded to: *poc@monsu.org*

EVENTS + INITIATIVES:

- Orientation Events
- Cultural Night

ROLES OF ELECTED REPRESENTATIVES

GENERAL REPRESENTATIVE

To provide support to and assist all MONSU portfolios and actively represent MONSU Caulfield to the wider student population. This role plays a versatile and supportive role representing the Monash student body and assisting with various council initiatives. Additionally, this role ensures that a greater range of students' concerns, interests, and ideas are brought to the council's attention.

RESPONSIBILITIES:

- Campaign on behalf of the students around issues that commonly affect students
- Build connections with key staff of university faculties and departments by networking and attending meetings
- Assist in the planning, organising, and promoting of student events/initiatives
- Contribute ideas and suggestions for new student initiatives and improvements.
- Help other representatives in their portfolio where needed
- Ensure that students and staff at Caulfield are aware of your role as the General Representative of MONSU by actively engaging with the campus community.

EVENTS + INITIATIVES:

- Orientation Events
- Weekly MONSU Caulfield events and initiatives

FIRST-YEAR REPRESENTATIVE

To provide services, support and advocacy for first-year students, both domestic and international, at Monash Caulfield, ensuring they have a smooth and successful transition into university life. This role focuses on helping new students navigate academic, social, and personal challenges by offering resources, programs, and initiatives tailored to their unique needs. Additionally, this role involves actively representing first-year students on the MONSU Student Council Board, ensuring their voices are heard in decision-making processes and advocating for policies that enhance their university experience.

RESPONSIBILITIES:

- Ensure all first-year students feel welcome and safe at MONSU Caulfield
- Work with first years to identify what is impacting them and how to help them settle into university life
- Providing and create resources to help navigate the first year of university
- Work in conjunction with student representatives and staff to organise major yearly events to meet the needs of all first-year students on campus
- Encouraging first-year students to get involved in campus life through clubs, volunteering, student events and student programs
- Advocate and provide a voice for all first-year students on the MONSU Student Council board
- Ensure that Caulfield students and staff know your role as a First-Year representative by actively engaging with the campus community.

EVENTS + INITIATIVES:

- Orientation Events
- Cultural Night (International First-Year Representative)
- Weekly MONSU Caulfield events and initiatives

ROLES OF ELECTED REPRESENTATIVES

MARKETING OFFICER

To actively promote awareness and engagement of MONSU Caulfield by ensuring that the Caulfield student community is well-informed about its activities, events, programs, and services. This role involves developing and implementing effective communication strategies to reach students, ensuring they understand the benefits and opportunities that MONSU provides. Additionally, this role involves actively representing the students of Monash Caulfield on the MONSU Student Council Board, ensuring their voices are heard in decision-making processes and advocating for policies that enhance their university experience.

RESPONSIBILITIES:

- Build connections and network with various university stakeholders and all students to ensure MONSU Caulfield is known
- Work closely with the Marketing & Communications Coordinator, and all representative portfolios to ensure MONSU initiatives are being promoted
- Ensuring the MONSU is being promoted at all events, including signage and representatives are dressed appropriately
- Supporting other student representatives with their online presence, reach out to those representatives for assistance and support
- Ensure all students on campus know what MONSU Caulfield can offer them
- Ensure that Caulfield students and staff know your role as the Marketing Officer by actively engaging with the campus community.
- Ensure the Marketing Officer's official email is checked regularly and emails are responded to: marketing@monsu.org

EVENTS + INITIATIVES:

- Orientation Events
- Assistance with MONSU Caulfield social media channels, and other marketing channels

