

MONSU Student Role Descriptions

2020

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President

Portfolio	Position
President	President
Responsible to: MONSU Student Council	

Role Purpose
To provide services to all Monash Caulfield Students and represent all Monash Caulfield students on the MONSU Student Council. Assist with and attend all MONSU student experience events throughout the year. Ensure MONSU Student Council applies best practice governance principles. Oversee the functions of MONSU. The President is subject to the direction of MONSU Student Council. The President is required to spend at least 20 hours per week performing the role.

Key Measurements
1. Act as the Spokesperson for MONSU Caulfield
2. Liaise with University department staff to ensure that student issues are represented
3. Campaign on behalf of students around university policy and procedure changes
4. Present a monthly report to council outlining key issues, campaigns, events attended
5. Facilitate capacity and community building by forming connections through networking, and attending meetings with relevant university faculties and key department personnel
6. Research/develop new initiatives to enhance the student experience in conjunction with the General Manager
7. Actively lead and participate in robust debate and the decision-making process at MONSU Student Council and committee meetings ensuring student issues are addressed
8. Ensure the spending of the budget is accountable to the student body and accounting principles
9. Work closely with the MONSU General Manager and Leadership team
10. Attend and chair executive meetings fortnightly, and council meetings monthly
11. Ensure MONSU Student Council abide by the law, ACNC governing principles, accounting standards and the MONSU Constitution
12. Ensure all elected MONSU representatives attend compulsory governance training

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Vice President

Portfolio	Position
Vice President	Vice President
Responsible to: MONSU Student Council	

Role Purpose
To act as the Secretary to MONSU Student Council and the MONSU Executive. Assist with and attend MONSU student experience events throughout the year. Ensure MONSU Student Council applies best practice governance principles. Support and resource the Student Representatives in their roles. The Vice President is required to spend at least 20 hours per week performing the role.

Key Measurements
1. Work closely with, and deputise for the President
2. Provide support to and assistance to Student Representatives by empowering and encouraging them in their roles
3. Campaign on behalf of students around university policy and procedure changes
4. Present a monthly report to council outlining key issues, campaigns, events attended
5. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties and key department personnel
6. Research/develop new initiatives to enhance the student experience in conjunction with the President and General Manager
7. Actively lead and participate in robust debate and the decision-making process at MONSU Student Council and committee meetings ensuring student issues are addressed.
8. In conjunction with the General Manger take responsibility for MONSU Caulfield's documents and minutes
9. Ensure that Student Representatives actively promote MONSU to the student body to ensure that all students know they can approach Student representatives with any issues.
10. Attend and perform the secretarial role for Executive meetings fortnightly and council meetings monthly
11. Ensure MONSU Student Council abide by the law, ACNC governing principles, accounting standards and the MONSU Constitution.

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Events & Activities

Portfolio	Position
Events & Activities	Activities Officer
Responsible to: MONSU Student Council	

Role Purpose
To ensure Caulfield Campus students have a great student experience by initiating and implementing activities and events to meet the needs of Caulfield students. Assist with and attend MONSU student experience events throughout the year. Work closely with the relevant staff. The Activities Officer is required to spend at least 12 hours per week performing the role.

Key Measurements
1. In conjunction with staff organise and implement MONSU events and activities
2. Encourage Caulfield Students to become involved in MONSU and attend MONSU events
3. Present a monthly report to council outlining key issues, campaigns, events attended
4. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties and key department personnel
5. Research/develop new events and activities to enhance the student experience in conjunction with staff
6. Respond to all communication within 24 hours
7. Actively lead and participate in robust debate and the decision-making process at MONSU Student Council and committee meetings ensuring student issues are addressed
8. Ensure that Student Representatives actively market MONSU to the student body to ensure that all students know they can approach Student representatives with any issues
9. Attend executive meetings fortnightly and council meetings monthly
10. Assist Student Rights with the EHD project

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Education

Portfolio	Position
Education	Education Officer
Responsible to: MONSU Student Council	

Role Purpose
To provide services to Monash Caulfield Students and represent students on the MONSU Student Council. Proactively assist in improving the educational standards/policies at Monash and actively organise campaigns around academic issues that affect students. Assist staff with planning developing and applying best practice principles to all education portfolio activities. Assist with and attend all MONSU student experience events throughout the year. The Education Officer is required to spend at least 12 hours per week performing the role.

Key Measurements
1. To raise awareness of academic issues amongst students and the broader community
2. Liaise with Faculty APC secretaries to ensure that a student representative is available to sit on each committee
3. Campaign on behalf of students around university policy and procedure changes
4. Present a monthly report to council outlining key issues, campaigns, events attended
5. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university departments i.e. Education Committee
6. Research/develop new initiatives to relating to academic issues
7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
8. Assist Student Rights staff with the Planning and implementation of the EHD for the exam periods
9. Actively promote MONSU and the Education portfolio to the student body to ensure that all students know they can approach Student representatives with any academic issues
10. Respond to all communication within 24 hours
11. Attend executive meetings fortnightly and council meetings monthly
12. Assist Student Rights Staff with developing educative programs

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Welfare

Portfolio	Position
Welfare	Welfare Officer
Responsible to: MONSU Student Council	

Role Purpose
To provide services to Monash Caulfield Students and represent students on the MONSU student Council. Proactively assist in improving the welfare standards/policies at Monash and actively organise campaigns around welfare issues that affect students. Assist staff with planning developing and applying best practice principles to all welfare portfolio activities. Assist with and attend all MONSU student experience events throughout the year. The Welfare Officer is required to spend at least 12 hours per week performing the role.

Key Measurements
1. Assist staff organise events/campaigns to meet the welfare needs of Caulfield students
2. Liaise with University wellbeing services to ensure that students can access appropriate programs/services
3. Campaign on behalf of students around wellness and mental health issues
4. Present a monthly report to council outlining key issues, campaigns, events attended
5. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university departments ie Counselling and Safer Communities Unit
6. Research/develop new initiatives to enhance the student experience
7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
8. Assist Student Rights staff with the planning and implementation of the EHD for the exam periods
9. Actively promote MONSU and the Welfare portfolio to the student body to ensure that all students know they can approach Student representatives with any welfare issues
10. Respond to all communication within 24 hours
11. Attend executive meetings fortnightly and council meetings monthly
12. Assist Student Rights with the Pantry and other Welfare programs

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Queer

Portfolio	Position
Queer	Queer Officer
Responsible to: MONSU Student Council	

Role Purpose
To provide services to the Queer/LGBTIQ+ community at Monash Caulfield and represent the community on the MONSU Student Council. Coordinate the maintenance, development and administration of the MONSU Queer Lounge. Assist staff with planning, developing and applying best practice principles to all Queer/LGBTIQ+ activities. Support and assist with all MONSU student experience events throughout the year. The Queer Officer is required to spend at least 6 hours per week performing the role.

Key Measurements
1. Work in conjunction with staff to organise major yearly events to meet the needs of Queer/LGBTIQ+ community i.e. IDAHOBIT, national coming out day, sex education workshops etc
2. Ensure all users of the Queer Lounge feel welcome and safe
3. Present a monthly report to council outlining key issues, campaigns, events attended
4. Campaign on behalf of the Queer/LGBTIQ+ community around mental health, equity, equality, and discrimination
5. Assist Student Rights staff with the implementation of the EHD for the exam periods
6. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties, key department personnel and other stakeholders
7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
8. Ensure that the Queer/LGBTIQ+ community is represented at Queer collaborations
9. Ensure that the Queer/LGBTIQ+ community is aware that there are Queer Officers at MONSU to support them
10. Actively market the service to the student body to ensure that Queer/LGBTIQ+ community know they can approach student representatives with any issues
11. Respond to all communications within 24 hours

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Clubs and Societies

Portfolio	Position
Clubs and Societies	Clubs Officer
Responsible to: MONSU Student Council	

Role Purpose
To provide services to MONSU clubs and represent them on the MONSU student Council. Assist the Clubs Coordinator with planning developing and applying best practice principles to all club portfolio activities. Assist with and attend all MONSU student experience events throughout the year. The Clubs Officer is required to spend at least 12 hours per week performing the role.

Key Measurements
1. Assist staff organise events to meet the clubs needs of Caulfield students
2. Liaise regularly with all club Presidents and provide secretarial support to the Clubs Advisory Forum.
3. Campaign on behalf of clubs about any issues that may affect club members
4. Present a monthly report to council outlining key issues, campaigns and events attended
5. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties and key department personnel
6. Research/develop new initiatives to assist clubs to provide a great student experience.
7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
8. Liaise regularly with the Club Development Coordinator and assist with club AGM/CAV requirements
9. Actively promote the clubs portfolio to the student body to ensure that all students know they can approach Student Representatives with any club issues/ideas
10. Ensure the clubs resource room is tidy and used appropriately
11. Respond to all communication within 24 hours

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Overseas Student Services

Portfolio	Position
OSS	OSS Officer
Responsible to: MONSU Student Council	

Role Purpose
To provide services to Monash Caulfield International Students and represent students on the MONSU student Council. Proactively assist in improving the educational standards/policies at Monash and actively organise campaigns around issues that affect International students. Assist staff with planning, developing and applying best practice principles to all OSS portfolio activities. Assist with and attend all MONSU student experience events throughout the year. The OSS Officer is required to spend at least 12 hours per week performing the role.

Key Measurements
1. Liaise with University department staff to ensure that International students' issues are represented
2. Assist staff organise events to meet the needs of Caulfield Campus International students
3. Actively market in conjunction with staff, the OSS portfolio to the student body to ensure that all students know they can approach Student representatives with any academic issues
4. Assist Student Rights Staff with the implementation of the EHD for the exam periods
5. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
6. Research/develop new initiatives to enhance the international student experience
7. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties and department key personnel
8. Present a monthly report to council outlining key issues, campaigns, events attended
9. Campaign on behalf of International students on university policy and procedure changes
10. Respond to all communication within 24 hours

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Womens'

Portfolio	Position
Womens'	Women's Officer
Responsible to: MONSU Student Council	

Role Purpose
To provide services to women at Monash Caulfield and represent them on the MONSU student Council. Assist staff with planning developing and applying best practice principles to all women specific programs. Support and assist with all MONSU student experience events throughout the year. The Women's Officer is required to spend at least 6 hours per week performing the role.

Key Measurements
1. Work in conjunction with staff organise major yearly events to meet the needs women on campus
2. Ensure all women feel welcome and safe at MONSU
3. Present a monthly report to council outlining key issues, campaigns, events attended
4. Campaign on behalf of the women around mental health, equity, equality, and discrimination
5. Assist Student Rights + Support staff with the implementation of the EHD for the exam periods
6. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties, key department personnel and other stakeholders
7. Actively participate in robust debate and the decision making process at MONSU Student Council and committee meetings
8. Ensure that Monash Students are aware of issues around gender equity and develop awareness programs
9. Ensure that all female students are aware that MONSU has a Women's Officer to represent them
10. Actively market the service to the student body to ensure that women know they can approach student representatives with any issues
11. Respond to all communication within 24 hours

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

First Year

Portfolio	Position
First Year	First Year Representative
Responsible to: MONSU Student Council	

Role Purpose
To provide services to first year students, both domestic and international at Monash Caulfield and represent them on the MONSU student Council. Assist staff with planning developing and applying best practice principles to all first year specific programs. Support and assist with all MONSU student experience events throughout the year. Assist all portfolios. The First Year Representative is required to spend at least 6 hours per week performing the role.

Key Measurements
1. Work in conjunction with staff organise major yearly events to meet the needs of all first year students on campus
2. Ensure all first year students feel welcome and safe at MONSU
3. Present a monthly report to council outlining key issues, campaigns, events attended
4. Campaign on behalf of first year students around feeling safe, making friends and navigating University life
5. Assist Student Rights Staff with the implementation of the EHD for the exam periods
6. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties, key department personnel and other stakeholders
7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
8. Ensure that Monash Students are aware of issues around being a first year student
9. Actively market the service to the student body to ensure that first year students know they can approach student representatives with any issues
10. Respond to all communication within 24 hours

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

General

Portfolio	Position
General	General Representative
Responsible to: MONSU Student Council	

Role Purpose
To provide support to and assist MONSU portfolios and actively represent MONSU Caulfield to the wider student population. Represent Caulfield Campus students on the MONSU Student Council by participating in event management, policy development, fiscal management and any other areas related to governance. The General Representative is required to spend at least 6 hours per week performing the role.

Key Measurements
1. Ensure that all students on Caulfield Campus are aware of what MONSU provides for students
2. Assist with the development and implementation of services provided by MONSU
3. Campaign on behalf of the students around issues that commonly affect students
4. Present a monthly report to council outlining key issues, campaigns, events attended
5. Build connections with key staff of university faculties and departments by networking and attending meetings
6. Research/develop new initiatives to enhance the student experience.
7. Assist Student Rights Staff with the implementation of the EHD for the exam periods
8. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
9. Attend and assist with MONSU Caulfield weekly events and off campus events.
10. Respond to all communication within 24 hours

All Responsible Person Competencies	
<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

Marketing (Communications)

Portfolio	Position
Marketing (Communications)	Marketing Representative
Responsible to: MONSU Student Council	

Role Purpose

To work closely with staff to ensure that marketing of services and programs are posted in a timely manner. Assist staff with planning developing and applying best practice principles to all marketing and communications. Support and assist with all MONSU student experience events throughout the year. Assist representatives with marketing planning including posting schedules. The Marketing Officer is required to spend **at least 12 hours per week** performing the role.

Key Measurements

1.	Assist all portfolios with event and activity communications and promotions
2.	Liaise with staff to provide a link between reps and staff and to ensure physical material such as posters and writing are around the campus in a timely manner
3.	In conjunction with staff, monitor social media and communication platforms, write and edit event and activity descriptions for each portfolio and post on platforms
4.	Facilitate capacity and community building by forming connections through networking and attending meetings with relevant University departments and other student unions
5.	Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
6.	Present a monthly report to council outlining key issues campaigns and events attended
7.	Respond to all communications within 24 hours
8.	Actively organise MONSU Media campaigns
9.	Create communication templates to assist staff and representatives to meet deadlines

All Responsible Person Competencies

<i>Fostering Teamwork</i>	The ability and desire to work cooperatively with others on a team.
<i>Communication</i>	The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.
<i>Self Confidence</i>	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition
<i>Flexibility</i>	Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.
<i>Integrity</i>	Demonstrates honesty, responsibility, reliability and trustworthiness.
<i>Safety</i>	Responsibility for safe work practices, understand and apply the OHS policies and procedures.

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