2027 STUDENT REPRESENTATIVES ROLES & RESPONSIBILITIES



MONSU.CAULFIELD

PASSED: 14092026

PRESIDENT

To serve as the President of the MONSU Caulfield Student Council 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 students*. The President acts as the primary spokesperson for MONSU Caulfield, advocating for students' rights and interests in discussions with university administration, external stakeholders, and the wider community.

A key responsibility is ensuring that the Student Council applies and abides by best practices in governance, decision-making, and student representation.

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 Caulfield's strategic plan + 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 Caulfield and students*
- Learn and understand the Constitution, ensuring that it is accessible at all Student Council meetings
- Ensure that students* and staff know your role as the President by actively engaging with the campus community
- Ensure the President's official email is checked weekly and emails are responded to: president@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at Monash University meetings and committees
- Orientation Events
- Regular meetings with the General Manager
- Student Council Meetings *(at least once a month)*
- Student Council Executive Meetings *(at least once a fortnight between mid-March to mid-October)*
- Summer Executive Meetings *(between 1 November to 31 January)*

Level 2, Building S
2 Princes Avenue
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VICE PRESIDENT

To act as the Secretary of the MONSU Caulfield Student Council 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 Student 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 Caulfield's mission and strategic goals.

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
- Continually check in with your the members of the Student Council to ensure they feel supported
- Research/develop new initiatives to enhance the student experience in conjunction with the President and General Manager
- 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 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 weekly and emails are responded to: vice.president@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at Monash University meetings and committees
- Orientation Events
- Regular meetings with the General Manager
- Student Council Meetings *(at least once a month)*
- Student Council Executive Meetings *(at least once a fortnight between mid-March to mid-October)*
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EDUCATION OFFICER

To provide essential services and advocacy around academic policies and learning concerns for 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 Caulfield representative is on the panel and can ensure the undergraduate student perspective is voiced.

Additionally, this role actively represents the academic and learning interests, concerns, and needs of students on the Student Council, particularly in discussions related to university policies and their potential impact on students' learning and overall experience.

RESPONSIBILITIES:

- Work closely with MONSU Caulfield staff particularly MONSU Caulfield Student Support + Advocacy (SS+A) to ensure student voices are represented in policy changes
- Ensure MONSU SS+A are informed of any policy changes
- Work closely with MONSU Caulfield staff to campaign and write submissions to address policy issues
- Ensure student panel members are trained and meet requirements to attend as representatives at Academic Progress Committee Hearings
- Develop programs and events that address issues that are impacting student's learning
- Attend all education meetings, providing a summary to the Student Council and MONSU SS+A
- Ensure that 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 weekly and emails are responded to: education@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at education related Monash University meetings & committees
- Orientation Events
- Breakfast Club
- Academic Progress Committee (APC) Hearings
- Student Council Meetings *(at least once a month)*
- Student Council Executive Meetings *(at least once a fortnight between mid-March to mid-October)*

ACTIVITIES OFFICER

To ensure that 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 Caulfield 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 students* and staff know your role as the Activities Officer by actively engaging with the campus community.
- Ensure the Activities Officer's official email is checked weekly and emails are responded to: activities@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at social related Monash University meetings and committees
- Orientation Events
- Midweek Meet
- Parties such as Party Cruise and After Exams Party (AXP)
- Additional social events such as Moonlight Cinema and MONSU Crew Events
- Student Council Meetings *(at least once a month)*
- Student Council Executive Meetings *(at least once a fortnight between mid-March to mid-October)*

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WELFARE OFFICER

To provide services that cater to the happiness and health (mental, physical, financial) of students* while ensuring their interests and concerns are represented on the MONSU Caulfield Student Council. To listen to the issues concerning students, whilst advocating for and addressing student welfare issues to the Student Council and Monash University.

This role involves actively representing students* on the Student Council, 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 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 weekly and emails are responded to: welfare@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at welfare related Monash University meetings and committees
- Orientation Events
- Breakfast Club
- Support the MONSU.PANTRY program and in-person initiatives
- Student Council Meetings *(at least once a month)*
- Student Council Executive Meetings *(at least once a fortnight between mid-March to mid-October)*

WOMENS OFFICER

To represent the women students*, 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 Caulfield Student Council, and implementing campaigns and initiatives focused on gender equality, women's rights, and safety.

A key responsibility is maintaining the MONSU Caulfield 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 students* on the Student Council, 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 Women's Officer known to students* and staff
- 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 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 weekly and emails are responded to: womens@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at women related Monash University meetings and committees
- Orientation Events
- Safe & Sexy Week
- MONSU Women's Space
- @monsu.womens Instagram
- Student Council Meetings *(at least once a month)*

QUEER OFFICER

To represent the Queer/LGBTIQA+ community at Monash University 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 Caulfield Student Council, 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 University Caulfield campus
- Identity issues that are impacting this community and develop programs to address
- Promote educational programs destigmatising myths about Queer/LGBTIQA+ community
- Raise awareness of Queer/LGBTIQA+ community
- Be part of the LGBTIQA+ Ally Network and promote to students*
- Make sure that all MONSU Caulfield 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 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 weekly and emails are responded to: queer@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at queer related Monash University meetings and committees
- Orientation Events
- Pride Week
- Queer Lounge
- Safe & Sexy Week
- Student Council Meetings *(at least once a month)*

INTERNATIONAL OFFICER

To provide dedicated services, support, and advocacy for 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 Caulfield Student Council.

RESPONSIBILITIES:

- Ensure that International students' issues are represented across the university
- Identify issues impacting International students and work with MONSU Caulfield 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 at the Caulfield Campus
- Ensure international students have a good student experience on campus
- Familiarise yourself with Monash services that support and help international Students.
- Ensure that Caulfield students and staff know your role as the International Officer by actively engaging with the Caulfield campus community
- Ensure the International Officer's official email is checked weekly and emails are responded to: international@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at international student related Monash University meetings and committees
- Orientation Events
- International Student Day
- Visa & Migration Information Session/s
- Cultural Night
- Student Council Meetings *(at least once a month)*
- International Student Newsletter

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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 Caulfield Student Council. 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 Club Support 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 the Student Council up to date on any club updates, changes to policy or club-related activities
- Understanding of MONSU Caulfield Clubs + Societies Rules and Regulations
- 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 weekly and emails are responded to: clubs@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at club related Monash University meetings and committees
- Orientation Events
- Clubs + Societies Development Session
- MONSU Caulfield Annual Awards Night
- Clubs Annual General Meetings
- Student Council Meetings *(at least once a month)*

MARKETING OFFICER

To actively promote awareness and engagement of MONSU Caulfield by ensuring that the 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 Caulfield provides.

Additionally, this role involves actively representing the undergraduate students of Monash Caulfield on the MONSU Caulfield Student Council, 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 Caulfield initiatives are being promoted
- Ensuring the MONSU Caulfield brand 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 MONSU Caulfield representatives and volunteers are representing MONSU Caulfield appropriately with merchandise and signage
- Ensure that 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 weekly and emails are responded to: marketing@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at marketing related Monash University meetings and committees Orientation Events
- Assistance with MONSU Caulfield social media channels, and other marketing channels
- Student Council Meetings *(at least once a month)*

SUSTAINABILITY OFFICER

As a Sustainability Officer you will lead environmental and ethical initiatives to ensure MONSU Caulfield operates in an eco-friendly and socially responsible way. You will develop programs for waste reduction, carbon neutrality, and climate action while promoting ethical sourcing and responsible resource management. You will also advocate for climate policies, support student-led sustainability projects, and collaborate with university staff and external organisations.

Through education, events, and policy development, you will empower students to engage in climate action and ensure that MONSU Caulfield aligns with Monash Universities Climate Action Agreement and broader environmental responsibilities. Your work helps create a greener, more ethical, and socially conscious student community.

RESPONSIBILITIES:

- Educating MONSU Caulfield student representatives on best sustainability practices
- Working with the MONSU.GREEN team to produce educational content for Monash Student on sustainable practices, tackling climate change and take part in the Monash Green Impact Program
- Being involved in Sustainability programs and providing a student voice to those departments and committees
- Working with the Monash Sustainability team and presenting student concerns directly to the team and management
- Promote environmental sustainability on campus, advocating for policies that reduce the university's carbon footprint
- Raise awareness on key environmental issues such as climate change, waste reduction, and sustainable living
- Develop and coordinate campaigns around important environmental topics *(e.g., Earth Day, sustainability week, waste reduction)*
- Encourage students and staff to engage in sustainable practices like recycling, using reusable items, or reducing energy consumption
- Collect data and feedback from students regarding sustainability practices on campus and report this information to the student union or university administration
- Ensure the Sustainability Officer's official email is checked weekly and emails are responded to: sustainability@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at sustainability related Monash University meetings and committees
- Orientation Events
- Opportunity to create a sustainability focused on-campus initiative
- Monash Green Impact Program
- Student Council Meetings *(at least once a month)*

EQUITY, DIVERSITY & INCLUSION OFFICER

As the Equity Diversity and Inclusion Officer, you will represent a wide range of students*regardless of background, identity, or circumstances, have equal opportunities and feel safe and included. You will develop and implement policies that promote diversity, advocate for marginalised groups such as people with disabilities, First Nations, People of Colour and work to remove barriers to participation in student life.

This role includes ensuring spaces like the Disability Support Services (DSS) room are maintained, organising awareness campaigns and training programs such as mental health training, and ensuring student services are accessible and culturally sensitive. They also push for anti-discrimination policies, provide resources on harassment and mental health, and collaborate with university staff and advocacy groups.

RESPONSIBILITIES:

- Work with the Monash EDI Committee to ensure that student issues are represented
- Support other representatives in their roles
- Workshops for student leaders on cultural competency, unconscious bias, and inclusive decision-making
- Ensure the DSS room in Building S is being maintained by Monash University
- Ensure campus facilities meet diverse needs.
- Educate students and staff on how to recognise and address discrimination.
- Create informative material on where students can assess support from Monash University
- Support projects and activities relating to equity, diversity and inclusion
- Collect data and feedback from students
- Ensure the EDI Officer's official email is checked weekly and emails are responded to: edi@monsu.org

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at EDI related Monash University meetings and committees
- Orientation Events
- Safe & Sexy Week
- Student Council Meetings *(at least once a month)*

GENERAL REPRESENTATIVE

To provide support to and assist all MONSU Caulfield portfolios and actively represent MONSU Caulfield to the wider student population. This role plays a versatile and supportive role representing the 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 Caulfield by actively engaging with the campus community

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at Monash University meetings and committees
- Orientation Events
- Weekly MONSU Caulfield events and initiatives
- Student Council Meetings *(at least once a month)*

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 Caulfield Student Council, 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 creating 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 Student Council
- Ensure that Caulfield students and staff know your role as a First-Year representative by actively engaging with the campus community

EVENTS + INITIATIVES:

- Representing MONSU Caulfield at Monash University meetings and committees
- Orientation Events
- Cultural Night *(International First-Year Representative)*
- Weekly MONSU Caulfield events and initiatives
- Create and event aimed at first year students
- Student Council Meetings *(at least once a month)*

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