

Monash Student Association

Regulations for Office-Bearers and Members of MSA Bodies

Adopted by Monash Student Council on 25 March 2011
Last amended by Monash Student Council on 5 March 2025

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1. Definitions

- 1.1. For the purposes of these regulations, terms defined in the MSA Constitution and other MSA regulations are applicable to these regulations. In addition,
 - 1.1.1. 'Constitution' means the MSA Constitution
 - 1.1.2. 'Office-bearer' means an office-bearer of the MSA, as defined in clause 35 of the Constitution; and
 - 1.1.3. 'Member of a MSA Body' means a member of the MSA, as defined in sub-clause 5(1) of the Constitution.

2. Status

- 2.1. These regulations set the duties and responsibilities of the office-bearers and members of MSA bodies in addition to those prescribed in the MSA Constitution.

3. Authorising Provisions

- 3.1. These regulations are made under clause 59 of the Constitution.

4. Applicability

- 4.1. These regulations are applicable to all office-bearers and members of MSA Bodies.
- 4.2. These regulations are effective immediately on adoption or amendment by MSC.

5. General Conduct

- 5.1.** Office-bearers and members of MSA bodies are expected to:
 - 5.1.1.** Comply with directions given under authority of the Constitution;
 - 5.1.2.** Comply with all regulations and policies as adopted by MSC; and
 - 5.1.3.** Not to behave in an intimidating or inappropriate manner towards any other individual.

6. Training

- 6.1.** The MSA recognises that the efficient and successful operation of the organisation depends upon the transfer of skills from one year's office-bearers to the next.
- 6.2.** The MSA recognises that with regular changes to legislation and the rules associated with corporate governance and director's responsibilities, this training must be regularly reviewed at the discretion of MSA professional staff, subject to clause 18 of these regulations
- 6.3.** The MSA will:
 - 6.3.1.** annually organise a mandatory induction program for office-bearers-elect, in the year of the election of the aforementioned office-bearers-elect;
 - 6.3.2.** ensure the President, President-Elect and Executive Officer will be responsible for the development and induction of the year's program;
 - 6.3.3.** encourage full participation in the program by office-bearers-elect; and
 - 6.3.4.** encourage any members of MSA bodies that are not office-bearers-elect to attend if they wish.
- 6.4.** The MSA training period will be from December 1 to December 31.
- 6.5.** Office-bearers-elect that fail to attend the training and/or satisfy the requirements of the training, subject to the opinion of the Executive Officer, will not be paid honorarium until the training is complete.
 - 6.5.1.** Office-bearers-elect will not receive back-payment of their honorarium for failing to complete the training requirements by the deadline set by the organisers of the training.
- 6.6.** Office-bearers-elect will not be required to submit reports to the MSC during the MSA training period.

7. Role Outlines

- 7.1.** Each office-bearer shall have a 'Role Outline' that will detail the duties, responsibilities and expectations of their specific position, in addition to those outlined in the Constitution.
- 7.2.** If an office-bearer is in breach of their Role Outline, they will be considered to be in breach of these regulations.
- 7.3.** Each Role Outline will be attached to these Regulations as Schedules.
- 7.4.** During the MSA training period, each office-bearer will be required to review their Role Outline with their office-bearer-elect/s.
- 7.5.** Office-bearer/s-elect can amend their Role Outline by submitting the amended Role Outline to a meeting of the MSC. The MSC may then choose to approve the amended Role Outline by passing a resolution by a simple majority. If the MSC does not choose to approve the amended Role Outline, the Role Outline will remain unamended.
- 7.6.** If anyone other than the office-bearer/s-elect wish to amend a Role Outline, the MSC may only amend the Role Outline by a resolution passed by an absolute majority. However, the office-bearer whose Role Outline it is must be given a reasonable opportunity to make written submission to, attend and be heard at that meeting.

- 7.7.** Any amendments to a Role Outline must be circulated to all members of the MSC at least seven days before the meeting where they will be considered.

8. Reports

- 8.1.** All office-Bearers and Divisions must submit regular reports to the MSC in line with the following:
- 8.1.1.** There shall be reports at each odd numbered meeting of the MSC from:
 - 8.1.1.1** President;
 - 8.1.1.2** Secretary;
 - 8.1.1.3** Treasurer; and
 - 8.1.1.4** Activities Chairperson(s);
 - 8.1.2.** There shall be reports at each even numbered meeting of the MSC from:
 - 8.1.2.1** Education (Public Affairs) Officer(s);
 - 8.1.2.2** Education (Academic Affairs) Officer(s);
 - 8.1.2.3** Welfare Officer(s);
 - 8.1.2.4** Environment and Social Justice Officer(s);
 - 8.1.2.5** Women's Officer(s);
 - 8.1.2.6** Queer Officer(s);
 - 8.1.2.7** Indigenous Officer(s); and
 - 8.1.2.8** Disabilities and Carers Officer(s).
 - 8.1.2.9** People of Colour Officer(s).
- 8.2.** There shall be monthly reports at the start of even numbered months from:
- 8.2.1.** Lot's Wife Editors.
- 8.3.** There shall be monthly reports at the start of odd numbered months from:
- 8.3.1.** The Divisions.
- 8.4.** The MSA recognises that it is the responsibility of the President of each Division to submit the Division's reports to the MSC, unless otherwise specified by the Division.
- 8.5.** All regular reports submitted to the MSC by office-bearers and the Divisions must:
- 8.5.1.** include an accurate summary of their actions and achievements since their last report;
 - 8.5.2.** include a detailed list of goals that can be reasonably expected to be completed by their next report;
 - 8.5.3.** include which of their assigned goals from their last report have been completed or not, and why;
 - 8.5.4.** include a record of any monies spent from the Department's or Division's budget; and
 - 8.5.5.** not include personal attacks on other members of the organisation.
- 8.6.** Office-bearers who have returned from conferences where they were participating in the conference within their role as an office-bearer are required to submit a Conference Report to the next meeting of the MSC. Where the next meeting is within a week of their return from conference, office-bearers are permitted to submit their Conference Report to the following meeting of the MSC.
- 8.7.** Office-bearers or members of MSA bodies who sit on University Council or Academic Board shall be required to submit a report to the next meeting of the MSC. Where the next meeting is within a week of the University committee meeting, the office-bearer or member of a MSA body are permitted to submit their report to the following meeting of the MSC.

- 8.8.** All office-bearers and members of MSA bodies required to submit reports to the MSC must have their reports submitted and accepted by the MSC no later than one meeting after it was due.
- 8.9.** All office-bearers, excluding Lot's Wife Editors, are required to submit reports to every edition of Lot's Wife. The submission process for these reports will be outlined by the Lot's Wife Editors at the start of the year. Office-bearers must have at least one week's written notice of every submission deadline.
- 8.10.** All office-bearers and the Divisions will be required to submit to the MSC a list of yearly goals for themselves and their department, which shall act as guidelines. These yearly goals will be:
 - 8.10.1.** in line with their constitutional duties; and
 - 8.10.2.** submitted no later than the second MSC meeting of the year for office-bearers and no later than the second MSC meeting of their executive's terms for the Divisions.
- 8.11.** All office-bearers and the Divisions will be required to submit to the MSC an annual report near the end of their term. This annual report must:
 - 8.11.1.** include an accurate summary of their actions and achievements throughout the year;
 - 8.11.2.** include an evaluation of their list of yearly goals and which of them have been completed or not, and why; and
 - 8.11.3.** be submitted no later than the second last MSC meeting of the year for office-bearers and no later than the last MSC meeting of their executive's terms for the Divisions.
- 8.12.** All Office-bearers, excluding Lot's Wife Editors, will be required to submit to the MSC a handover report near the end of their term. The handover report must:
 - 8.12.1.** include an accurate summary of their actions during the handover period; and
 - 8.12.2.** be submitted to the final MSC of the year.
- 8.13.** Office-bearers sharing a position may submit a single report to the MSC if both office-bearers agree to this. This regulation can also be applied to yearly goals and annual reports.

9. Honoraria

- 9.1.** Subject to sub-clause 36(5) of the constitution, the MSC may pay any office-bearer an honorarium.
- 9.2.** The MSC will set the pay fraction of the following year's office-bearers, in consultation with those office-bearers, during the last two months of the year by a resolution passed by a simple majority. If the MSC fails to pass a resolution, then the pay fractions will remain at the same levels as they were the year before.
- 9.3.** The MSC can only change the overall pay fraction of any current office-bearer by a resolution passed by an absolute majority if:
 - 9.3.1.** the motion proposing the change is distributed to all members of the MSC at least forty-eight hours before the meeting where the motion is to be considered;
 - 9.3.2.** the reason for the change is specified in the motion and this reason cannot be due to a breach of the Constitution or the regulations; and
 - 9.3.3.** the office-bearer has either
 - 9.3.3.1** been given a reasonable opportunity to make written submission to, attend and be heard at that meeting, or

- 9.3.3.2** given written consent for the proposed change. The written consent must be attached to the motion that is circulated before the meeting.
- 9.4.** All office-bearers, excluding Lot's Wife Editors, will be paid an honorarium from December 1 of the year they were elected until December 31 of the following year.
- 9.5.** The Lot's Wife Editors will be paid an honorarium from December 1 of the year they were elected until October 31 of the following year. However:
- 9.5.1.** The MSC may decide to, by a resolution passed by an absolute majority, to pay the Lot's Wife Editors at a reduced pay fraction from November 1 to December 31 for the purpose of training the next year's Lot's Wife Editors.
- 9.6.** The MSC cannot pay an honorarium to any member of an MSA body unless the member is an elected office-bearer.
- 9.7.** Before an office-bearer can receive their honorarium, they must sign an agreement that specifies the following:
- 9.7.1.** "I acknowledge that the honorarium that I will receive in my role as office-bearer is paid pursuant to the constitution and regulations of the MSA, and not under any employment contract."
- 9.8.** The agreement specified in regulation 9.7 must be submitted to the Secretary and the Secretary must keep a hard copy of this agreement in the Secretary's office.
- 9.9.** An office-bearer will not receive their honorarium until they have signed and submitted the agreement specified in regulation 9.7
- 10. Hours of work**
- 10.1.** Any office-bearer that is paid an honorarium is expected to work approximately the number of hours that correlates with their pay fraction.
- 10.2.** Office-bearers are required to ensure that they are accessible to students for a reasonable proportion of the hours they work.
- 10.3.** If office-bearers have to work for an extended period of time off the university campus, they must first seek the approval of the MSC.
- 10.4.** Office-bearers are required to indicate their available hours for the week on their office door or other visible location if they do not have an office-door.
- 10.5.** All other members of MSA bodies are expected to make themselves accessible to students as much as possible, in accordance with their position.
- 10.6.** All office-bearers must complete time sheets to ensure they are working the number of hours required as outlined in their position description.
- 10.6.1.** The time sheets must include:
- 10.6.1.1** The time an office-bearer began work on any day;
- 10.6.1.2** The time an office-bearer finished work on that day;
- 10.6.1.3** The length of any breaks from working during that day;
- 10.6.1.4** The total length of time worked on that day; and
- 10.6.1.5** A brief description of the work completed on that day.
- 10.6.2.** Each office-bearer must submit their time-sheets to the Secretary for each completed week before the submission deadline for the next scheduled MSC
- 10.6.3.** The Secretary must include a summary of the information from each office-bearer's time sheet in a report to MSC, noting specifically if any office-bearers have not completed their required number of hours and how many hours were not completed.

- 10.6.4.** If an office-bearer has not completed the number of hours work stated in their position description, and any relevant position sharing agreement, the MSC, by a resolution passed by a simple majority, may dock a percentage of the honoraria of that office-bearer up to the percentage of hours not worked of those required.

11. Leave entitlements

- 11.1.** MSA recognises that any office-bearer that is paid an honorarium will be entitled to leave.
- 11.2.** Full-time office-bearers shall be entitled to twenty days of paid annual leave during their term of office. Office-bearers must notify the Secretary that they will be taking annual leave at least one week before the leave is taken. Annual leave will not be granted if less than one week's notice is given, unless under exceptional circumstances. However:
- 11.2.1.** no more than ten days of annual leave can be taken prior to the end of the first semester; and
- 11.2.2.** no annual leave can be taken during the MSA training period.
- 11.3.** Full-time office-bearers shall be entitled to fifteen days of paid personal leave during their term of office. However:
- 11.3.1.** For more than one day of personal leave taken in a row:
- 11.3.1.1** a medical certificate must be provided to the Secretary within one week of returning to work; or
- 11.3.1.2** any written documentation, other than a medical certificate, that would explain why personal leave was taken must be submitted and accepted by the Secretary within one week of returning to work.
- 11.4.** All leave allowances for part-time office-bearers are to be calculated on a pro-rata basis.
- 11.5.** Secretary shall maintain a record of each office-bearer's leave entitlements and usage.
- 11.6.** The MSA recognises that office-bearers are not entitled to unpaid leave. If the leave entitlements listed above are not sufficient, the office-bearer can request a leave of absence from MSC in accordance with sub-paragraph 36(7)(a) of the Constitution.
- 11.7.** An office-bearer cannot be placed on a leave of absence without their written consent being presented to the MSC.
- 11.8.** If any members of MSA bodies that are not Office-Bearers require leave, they must request prior leave from the voting body of which they are a member.

12. Office-bearers sharing positions

- 12.1.** Office-bearers may share honoraria and duties for an office-bearer position in all positions other than President, Treasurer, Secretary, Female Queer Officer and Male Queer Officer, so long as a position sharing agreement is submitted to the Secretary or President in line with the following:
- 12.1.1.** The position sharing agreement is completed, signed, and submitted before taking office;
- 12.1.2.** The agreement explains what proportion of hours is to be completed by each office-bearer and how the duties of the position and honoraria are to be allocated between each person;
- 12.1.3.** The agreement specifies which office-bearer is to hold the vote on any boards or committees (other than that defined by the initial election) that the position sits on;

- 12.1.4. The agreement specifies the arrangement between the office-bearers in regards to reports to MSC;
 - 12.1.5. The agreement reflects any previous written agreements made prior to the election of the office-bearers; and
 - 12.1.6. The agreement may be adjusted at any point with the written consent of both office-bearers.
 - 12.2. Failure by any position-sharing office-bearers to submit a position sharing agreement in line with the above will be deemed a breach of these regulations and dealt with accordingly.
 - 12.3. If part of an office-bearer position becomes vacant, then this part shall be dealt with in line with sub-clause 46(4) of the Constitution. The remaining, filled part(s) shall continue to work in line with their shared duties agreement.
 - 12.3.1. If part of an office-bearer position that is being shared by three or more people becomes vacant, the remaining, filled parts may opt to fill the vacancy by increasing their own workloads. However this can only occur if the remaining, filled parts have come to a written agreement regarding such an arrangement. If a written agreement cannot be reached, then the vacancy will be dealt with in line with sub-clause 46(4) of the Constitution.
 - 12.4. A permanent proxy exists between the vote holding position-sharing office-bearer and the non-vote holding position-sharing office-bearer, for all MSA bodies unless the vote holding position-sharing office-bearer submits a valid proxy in line with the Standing Orders of that body.
- 13. Office-bearer meetings**
- 13.1. Office-bearers will be required to attend office-bearer meetings scheduled by the Secretary.
 - 13.2. The topics of office-bearer meetings will include but not limited to the following:
 - 13.2.1. what each office-bearer is working on, including the projects and campaigns their department is currently undertaking;
 - 13.2.2. ways in which office-bearers can help one another in each other's work; and
 - 13.2.3. any problems or grievances office-bearers may have.
 - 13.3. The office-bearer meetings will be held on a regular or semi-regular basis.
- 14. Election of members to Executive**
- 14.1. The election of members to the Executive under paragraphs 24(1)(d)-(e) of the Constitution must take place at a meeting of the MSC.
 - 14.2. An eligible member may nominate themselves or, with the member's consent, be nominated by another eligible member. A nomination must then be seconded by an eligible member. A person may not nominate and/or second multiple candidates.
 - 14.3. If only one member is nominated for the position, the Chair must declare the member elected to the position.
 - 14.4. If more than one member is nominated:
 - 14.4.1. the election must be by secret ballot using the optional preferential method of election; and
 - 14.4.2. the Chair must act as returning officer; and
 - 14.4.3. only the members eligible to hold that position may vote.
 - 14.5. In the event of a tie between 2 or more candidates, the returning officer must:
 - 14.5.1. conduct a further election to determine which one of those candidates is to be elected or eliminated; or

- 14.5.2. with the agreement of those candidates, determine by lot which of them is to be elected or eliminated.
- 14.6. The voting members of the MSA eligible for the position must be given a reasonable opportunity to attend the meeting in which the aforementioned election takes place.
- 14.7. Before the Executive is allowed to meet, there must have been an opportunity for the election of the members listed under paragraphs 24(1)(d)-(e) of the Constitution.

15. Appointment of the Academic Affairs Committee

- 15.1. Membership of the Academic Affairs Committee shall be by appointment of MSC under these regulations so as to give effect to sub-paragraph 28(2)(b) of the Constitution
- 15.2. The Academic Affairs Committee shall be comprised of eight (8) voting members, being one student from each of the following faculties:
 - 15.2.1. Faculty of Arts;
 - 15.2.2. Faculty of Business and Economics;
 - 15.2.3. Faculty of Education;
 - 15.2.4. Faculty of Engineering;
 - 15.2.5. Faculty of Information Technology;
 - 15.2.6. Faculty of Law;
 - 15.2.7. Faculty of Medicine, Nursing and Health Sciences; and
 - 15.2.8. Faculty of Science
- 15.3. The voting member for a faculty shall be appointed by the MSC, following an application process conducted by the Education (Academic Affairs) Officer.
 - 15.3.1. The application process for the Academic Affairs Committee must be widely advertised on MSA notice boards, the MSA website and any other relevant media.
 - 15.3.2. Advertisements must include a detailed description of the role, the application process and any relevant dates
 - 15.3.3. The Academic Affairs Officer must distribute an invitation to apply to all faculty based clubs and societies, including the education officers in those clubs and societies.
 - 15.3.4. The application process must be overseen and conducted by the Education (Academic Affairs) Officer prior to Week 4 of Semester 1, with all recommended appointments being taken to the next earliest meeting of the Monash Student Council
- 15.4. If there is no student that applies for a particular faculty, the Academic Affairs Committee shall proceed with the position remaining vacant until such time whereby a faculty representative is sought.
- 15.5. The Academic Affairs Committee will meet a minimum of 8 times a year

16. Misuse of position

- 16.1. Office-bearers and members of MSA bodies are not to make use of any MSA resource for personal matters.
- 16.2. Office-bearers and members of MSA bodies in their capacity as members of the MSA shall not campaign for any party or organisation whose aims are not relevant to students, as determined by the MSC or other voting body they are a member of, and shall not make use of any MSA resource for that purpose.
- 16.3. Office-bearers and members of MSA bodies shall uphold the policies of the MSA and their Department, and may campaign on any issue that affects students or the MSA.

17. Breaches of these regulations

- 17.1.** MSA recognises that it is the responsibility of the MSC to determine whether or not an office-bearer or a member of a MSA body has breached the Constitution or the regulations, and to decide on the appropriate disciplinary measure that is necessary for such a breach.
- 17.2.** Any member of the MSC can move a motion alleging that an office-bearer or member of a MSA body has breached the Constitution or the regulations. However, for the motion to be considered by the MSC:
 - 17.2.1.** the motion must include the particulars in writing of what the office-bearer or member of a MSA body has alleged to have done or failed to do in breach of the Constitution or the regulations;
 - 17.2.2.** the motion must include the proposed disciplinary measure to be taken if the resolution is passed and specify the length of such a measure if it is appropriate;
 - 17.2.3.** the motion must be distributed to all members of the MSC at least forty-eight hours before the meeting;
 - 17.2.4.** the wording of the motion cannot be modified once it has been distributed to all members of the MSC; and
 - 17.2.5.** the office-bearer or member of a MSA body must be given a reasonable opportunity to make written submission to, attend and be heard at that meeting.
- 17.3.** If the MSC passes a resolution that an office-bearer or a member of a MSA body is in breach of the Constitution or the regulations, the resolution must include at least one of the following disciplinary measures in the resolution:
 - 17.3.1.** a warning;
 - 17.3.2.** direction to the office-bearer or member of a MSA body to complete a certain task or tasks;
 - 17.3.3.** censure;
 - 17.3.4.** suspension, docking, reduction or removal of honoraria if they are a paid office-bearer; and/or
 - 17.3.5.** removal from office in line with sub-paragraph 46(1)(f) of the Constitution.
- 17.4.** The MSC, by a resolution passed by a simple majority, may suspend, withhold or dock the honoraria of an office-bearer for up to one week for the following breaches of these regulations:
 - 17.4.1.** failure to have a report submitted and accepted by the MSC on two or more consecutive occasions;
 - 17.4.2.** failure to submit a report to Lot's Wife on two or more consecutive occasions;
 - 17.4.3.** failure to have their yearly goals submitted and accepted by the MSC by the second MSC meeting of the year;
 - 17.4.4.** failure to have their annual report submitted and accepted by the MSC by the second last MSC meeting of the year.
- 17.5.** The MSC cannot suspend, withhold or dock the honoraria of an office-bearer for more than a week at a single meeting of the MSC for the breaches listed in regulation 17.4 of these regulations.
- 17.6.** The MSC, by a resolution passed by an absolute majority, may suspend, dock, reduce or withhold the honoraria of an office-bearer for up to two weeks if they are found to be in breach of these regulations, excluding the breaches outlined in regulation 17.4

- 17.7.** The MSC, by a resolution passed by an absolute majority, may dock the honoraria for an office-bearer for the MSA training period if they fail to have their handover report accepted by the final MSC of the year.
- 17.8.** The MSC, by a resolution passed by a simple majority, may reinstate the honoraria of an office-bearer that has previously been suspended.

18. Modification of these regulations

- 18.1.** These regulations can be modified by a resolution of the MSC passed by an absolute majority. However, for the motion to be considered by the MSC:
 - 18.1.1.** the motion must include the particulars in writing of the proposed change;
 - 18.1.2.** the motion must be distributed to all office-bearers and members of MSA bodies at least seven days before the meeting; and
 - 18.1.3.** the wording of the proposed changes cannot be modified once it has been distributed to all office-bearers and members of MSA bodies.

Amendment History

Adopted by the Monash Student on 25 March 2011; and
Amended by the Monash Student Council on 15 January 2013;
Amended by the Monash Student Council on 17 April 2014; and
Amended by the Monash Student Council on 28 April 2016; and
Amended by the Monash Council on 7 December 2017; and
Last amended by the Monash Student Council on 5 March 2025.

Schedule 1.1 – PRESIDENT ROLE OUTLINE

Position title:

President

Pay Fraction:

1.0

Term:

January 1- December 31

Duties & Responsibilities:

The President's duties and responsibilities will be as follows:

- Work closely with Executive and MSA staff to ensure that the MSA's aims and objectives are being met and to provide strategic direction for the organisation.
- Responsible for the day-to-day management of the MSA
- Negotiate and lobby with the University to ensure fair outcomes for all students
- Formulating and implementing general MSA campaigns and actions such as MSA Members Week and MSA BBQ Tuesdays
- Ensure the MSA remains transparent and accountable to the wider student body
- Be the official spokesperson and media representative for the MSA
- Lobby external lobby groups, elected government representatives and community groups for change to policy regarding students, while working in conjunction with NUS
- Encourage wider student participation in the student union movement
- Chair Monash Student Council and Executive, while remaining subject to the direction of MSC
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the President specified in the Constitution and the regulations.

Expectations:

The President is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the President will have to work approximately 40hrs a week.

Schedule 1.2 – TREASURER ROLE OUTLINE

Position Title:

Treasurer

Pay Fraction:

1.0

Term:

January 1 – December 31

Duties & Responsibilities:

The Treasurer's duties and responsibilities will be as follows:

- To formulate and complete a budget
- To monitor the finances of the MSA
- To be a signatory on all financial transaction
- To be in communication with all departments regarding their budgets
- To regularly review the financial process of the MSA to ensure they are serving the MSA in the most efficient way possible
- Assisting other members of the Executive in various projects being run by the Executive and/or the MSA as a whole
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Treasurer specified in the Constitution and the regulations.

Expectations:

The treasurer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Treasurer will have to work approximately 40 hours a week.

Schedule 1.3 – SECRETARY ROLE OUTLINE

Position Title:

Secretary

Pay Fraction:

1.0

Term:

January 1 – December 31

Duties & Responsibilities:

The Secretary's duties and responsibilities will be as follows:

- Scheduling and convening meetings of the MSC, Executive and other appropriate MSA bodies that the Secretary sits on
- Ensuring an agenda is compiled for meetings of the MSC, Executive and other appropriate MSA bodies that the Secretary sits on
- Ensuring minutes are taken at meetings of the MSC, Executive and other appropriate MSA bodies that the Secretary sits on
- Scheduling and convening office-bearer meetings
- Ensuring there are up-to-date records of all minutes of all MSA bodies being kept in the Secretary's office
- Ensuring that there are up-to-date copies of the Constitution, regulations and policy generally accessible to students and all members of the organisation, where appropriate
- Reviewing and updating MSA policy where appropriate
- Maintaining records of all office-bearers' leave entitlements
- Organising and maintaining an office-bearer roster for selling MSA Cards during enrolments and orientation periods where appropriate
- Maintaining a register of all MSA members, as prescribed by sub-clause 5(2) of the Constitution
- Assisting other members of the Executive in various projects being run by the Executive and/or the MSA as a whole
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Secretary specified in the Constitution and the regulations.

Expectations:

The Secretary is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Secretary will have to work approximately 40 hours a week.

Schedule 1.4 – EDUCATION (PUBLIC AFFAIRS) OFFICER ROLE OUTLINE

Position Title:

Education (Public Affairs) Officer

Pay Fraction:

1.5

Term:

January 1st – December 31st

Duties & Responsibilities:

The Education (Public Affairs) Officer's duties and responsibilities will be as follows:

- Organising, coordinating and running activist campaigns that aim to improve access, equity and quality of higher education for all students at Monash University and nationally.
- Co-convening the Student Affairs Committee (SAC) with the Welfare Officer, including:
 - Chairing meetings
 - Setting campaign agendas for each semester and full year
 - Processing departmental expenditure authorised by SAC
 - Coordinating and executing committee activities
- Liaising with other stakeholders to coordinate activism and push for changes in public policy. Examples include but are not limited to:
 - MSA office bearers, divisions and departments
 - The National Union of Students (NUS)
 - External pressure groups, such as NTEU, AEU, GetUp
 - Elected government representatives
 - Community groups with stakeholder interests
- Contributing to the public policy development process. Activities include:
 - Making submissions to government committees at all levels
 - Lobbying elected representatives to make changes to education policy.
- Supporting the role of the Education (Academic Affairs) (EAA) Officer by:
 - Helping ensure adequate student representation on University committees.
 - Assisting the Education (Academic Affairs) Officer achieve their internal university campaign goals
- Connecting students with and encouraging participation in student activist collectives and networks both at Monash University and elsewhere in the country
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Education (Public Affairs) Officer specified in the Constitution and the regulations.

Expectations:

The Education (Public Affairs) Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Education (Public Affairs) Officer will have to work approximately 60 hours each a week.

Schedule 1.5 – EDUCATION (ACADEMIC AFFAIRS) OFFICER ROLE OUTLINE

Position Title:

Education: Academic Affairs

Pay Fraction:

1.5

Term:

January 1 – December 31

Duties & Responsibilities:

The Education: Academic Affairs office bearers' duties and responsibilities will be as follows:

- To represent the academic interests of the student community, and ensure Monash university acts in a fair, consultative and accountable manner.
- To act in a lobbyist and responsive role as the undergraduate student representatives on the multiple committees already in existence (i.e. EC, EPC, LTC, CASC, GLC etc) at Monash University.
- To work closely with the Education Public Affairs office to ensure that the Education Office's specific goals gain public attention and eventually see fruition.
- To act as an independent representative for, and provide defence to, individual students facing disciplinary action through the Academic Progress Committee.
- To act as the first port of call for students harbouring broad academic concerns, and thus maintain a visible and frequent presence in the Ed Ac offices.
- To provide details progress reports to Lot's Wife, the MSC, and other Office Bearers at OB meetings.
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Education: Academic Affairs office specified in the Constitution and the regulations.

Expectations:

The Education: Academic Affairs office is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Education (Academic Affairs) Officer will have to work approximately 60 hours each a week.

Schedule 1.6 – ACTIVITIES CHAIRPERSONS ROLE OUTLINE

Position Title:

Activities Chairpersons

Pay Fraction:

1.4

Term:

January 1 – December 31

Duties & Responsibilities:

The Activities Chair's duties and responsibilities will be as follows:

- Providing fun
- Planning and hosting MSA events
- Hiring out BBQs to MSA departments and Clubs & Societies
- Hiring out PAs to MSA departments and Clubs & Societies
- To encourage student socialisation, participation and inclusion on campus
- Maintaining a professional relationship with MSA departments, Clubs & Societies and the university
- Maintaining a committee/collective of students to assist in the running of events throughout the year
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Activities Chair specified in the Constitution and the regulations.

Expectations:

The Activities Chair is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Activities Chair will have to work approximately 56 hours a week.

Schedule 1.7 – WELFARE OFFICER ROLE OUTLINE

Position Title:

Welfare Officer

Pay Fraction:

1.0

Term:

January 1 – December 31

Duties & Responsibilities:

The Welfare Officer duties and responsibilities will be as follows:

- Advocate for a more equitable and accessible education system
- Act as a point of reference for students unsure of services within the university and local community
- Be the MSA's liaison for issues regarding student welfare
- Organise the department's free food programs
- Maintain the MSA Survival Centre
- Co-convene the Student Affairs Committee with the Education Public Affairs officer
- Run awareness campaigns around student welfare issues
- Provide students with access to relevant information
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Welfare Officer specified in the Constitution and the regulations.

Expectations:

The Welfare Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Welfare Officer will have to work approximately 40 hours a week.

Schedule 1.8 – ENVIRONMENT AND SOCIAL JUSTICE OFFICER ROLE OUTLINE

Position title:

Environment & Social Justice Officer

Pay fraction:

1.5

Term:

January 1 – December 31

Duties and Responsibilities:

The Environment & Social Justice Office Bearer's duties and responsibilities will be as follows:

- Utilising environment and social justice networks, such as (but not exclusive to) the ESJC Facebook page, email list etc., to keep interested students informed about environmental and social justice-related issues and notify them of upcoming events.
- Publicising community-wide events organised by environmental or social justice-related organisations on campus and encouraging students to attend.
- Providing educational material for students to enable them to be more engaged and active around issues concerning the environment and social justice.
- Organising activist skills-share workshops, to equip students with the necessary tools to be advocates for the environment and social justice.
- Organising forums, conferences and meetings that pertain to the environment and social justice in order to raise awareness among students about these issues.
- Mobilising students for protests, rallies and demonstrations that relate to the Environment & Social Justice department.
- Convening an Environment & Social Justice Collective, where possible.
- Assisting in generic MSA campaigns when required.
- Assisting in other office-bearers' departments, where appropriate.
- Completing other responsibilities of the Environment & Social Justice Office Bearer specified in the Constitution and the regulations.

Expectations:

The Environment & Social Justice Office Bearer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Environment & Social Justice Office Bearer will have to work approximately 60 hours a week.

Schedule 1.9 – WOMEN’S OFFICER ROLE OUTLINE

Position Title:

Women’s Officer

Pay Fraction:

1.0

Term:

January 1 - December 31

Duties & Responsibilities:

The Women’s Officer’s duties and responsibilities will be as follows:

- Representing the concerns of women students
- Organising meetings of the Women’s Collective and keeping a record of their activities
- Helping to coordinate or contribute to campaigns on issues that effect women
- Collecting and disseminating helpful and pertinent resources
- Organising and/or facilitating programs and projects that are relevant to and helpful towards the needs of women
- Promoting education and awareness surrounding relevant issues
- Maintenance of the Women’s Room as a safer space
- Networking and collaborating with other women’s groups, both inter-campus and external
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers’ departments, where appropriate
- Completing other responsibilities of the Women’s Officer position specified in the Constitution and the regulations.

Expectations:

The Women’s Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Women’s Officer will have to work approximately 40 hours a week.

Schedule 1.10 – QUEER OFFICER ROLE OUTLINE

Position Title:

Queer Officer

Pay Fraction:

1.0

Term:

January 1 – December 31

Duties & Responsibilities:

The Queer Officer's duties and responsibilities will be as follows:

- **Coordinate and run activist campaigns** that combat queerphobia and improve the circumstances of queer/questioning/LGBT+ students both on and off campus by:
 - Applying pressure to change policy
 - Increasing the visibility and awareness of issues and discrimination that queer/questioning/LGBT+ students face
 - Fostering understanding and acceptance of queer/questioning/LGBT+ students by the wider community
 - Providing a voice for groups who are underrepresented, marginalised and systematically discriminated against within the queer/questioning/LGBT+ community such as, but not limited to, students that identify as or with women, People of Colour, Sex or Gender Diverse, trans, bisexual, pansexual, and asexual.
- **Provide support and advocacy** to queer/questioning/LGBT+ students. This includes:
 - Providing assistance with the psychological and social process of 'coming-out', and the difficulties that students may face with identifying as queer/questioning/LGBT+
 - Referring students to mental health services and ensuring that the students' needs are met by these services
 - Referral to the MSA Student Rights Service for assistance with academic progress and special consideration
 - Providing assistance with accessing community services such as emergency housing, student financial support, and Centrelink
- **Educating and equipping** queer students with knowledge and resources to deal with queer issues. This includes:
 - Discussion groups or workshops on queer/questioning/LGBT+ politics, rights movements and activism
 - Easily accessible materials, such as books, DVDs, and pamphlets, which deal with queer/questioning/LGBT+ themes
 - Information on their rights both on and off campus
 - What to do if they face or witness harassment, violence or discrimination against queer/questioning/LGBT+ students both on and off campus
 - Free safer sex supplies and information on safer sex practices, including supplies and information that caters to the unique needs of marginalised groups within the community.
- **Connect queer-identifying students** and foster the development of networks and communities through:
 - Running social events on and off campus
 - Organising contingents to the annual Queer Collaborations conference
 - Running events in conjunction with the Victorian Cross-Campus Queer Network (VCCQN) and the Australian Queer Student Network (AQSN)

- Collaborating with the National Union of Students (NUS) on their campaigns
- Referring students to local, national and international queer/questioning/LGBT+ organisations
- **Maintain an autonomous Queer/Questioning/LGBT+ Lounge** as an inclusive, diverse, welcoming, friendly and safe space free of exclusion, marginalisation, harassment, violence and discrimination for queer/questioning/LGBT+ students. This includes applying to the Victorian Civil and Administrative Tribunal (VCAT) for an exemption to the Equal Opportunity Act every three (3) years.
- **Represent the interests of** queer/questioning/LGBT+ marginalised students on Monash Student Council and other relevant bodies (for example, making submissions to government policy committees, panels and reviews.)
- Co-chair meetings of the **Queer Affairs Committee** with the other Queer Officer, which are held at least eight (8) times per calendar year. This includes:
 - Consulting on the campaign and project agenda for the semester and full year
 - Procuring departmental spending for approval
 - Executing the committee's decisions and actions
- Chair an Annual General Meeting of the Queer Collective, and additional General Meetings if necessary.
- Organise annual Queer Affairs Committee elections.
- **Actively work to empower and encourage participation of** queer/questioning/LGBT+ **marginalised students** in the MSA Queer Department, its campaigns and activities, Queer Lounge, meetings of the Queer Collective, and elected representative bodies such as the Queer Affairs Committee. This includes ensuring that these spaces, groups and activities are inclusive of queer women-identified students, their needs and issues relevant to them.
- Assist in generic MSA campaigns when required. Assist in other office-bearers' departments, where appropriate.
- Complete other responsibilities of the Queer Officer specified in the Constitution and the regulations.

Expectations:

The Queer Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Queer Officer will have to work approximately 40 hours a week.

Schedule 1.12 – INDIGENOUS OFFICER ROLE OUTLINE

Position Title:

Indigenous Officer

Pay Fraction:

1.0

Term:

January 1 – December 31

Duties & Responsibilities:

- Provide support and advocacy to students of Indigenous or Torres Strait Islander descent. This includes, but is not limited to, referral to and assistance with accessing services such as:
 - Yulendj Indigenous Engagement Unit;
 - Counsellors, psychologists and general practitioners;
 - MSA Student Rights services;
 - Academic Special Consideration;
 - Emergency housing;
 - Centrelink; and
 - Indigenous community and support groups.
- Organise, coordinate and run activist campaigns that aim to change policy relating to or increase the visibility of issues that affect Indigenous student on campus and off campus.
- Represent the interests of Indigenous students on Monash Student Council and other relevant bodies (for example, making submissions to government policy committees, panels and reviews.)
- Maintain an active presence in the Indigenous Student lounge and engage appropriately and enthusiastically with staff and students in this area.
- Assist in generic MSA campaigns when required.
- Assist in other office-bearer's departments, where appropriate.
- Complete other responsibilities of the Indigenous Office specified in the Constitution and the regulations.

Expectations:

The Indigenous Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Indigenous Officer will have to work approximately 40 hours a week.

Schedule 1.13 – DISABILITIES AND CARERS OFFICER ROLE OUTLINE

Position Title:

Disabilities Officer

Pay Fraction:

1.0

Term:

January 1 – December 31

Duties & Responsibilities:

The Disabilities and Carers Officer's duties and responsibilities will be as follows:

- Representing the concerns of disabled students and carers
- Organising meetings of the Disabilities and Carers Collective
- Helping to coordinate or contribute to campaigns on issues that effect disabled students and carers
- Collecting and disseminating helpful and pertinent resources
- Organising and/or facilitating programs and projects that are relevant to and helpful towards the needs of disabled students and carers
- Promoting education and awareness surrounding relevant issues
- Networking and collaborating with other disabilities groups, both inter-campus and external
- Assisting in generic MSA campaigns when required
- Assisting in other office-bearers' departments, where appropriate
- Completing other responsibilities of the Disabilities' Officer position specified in the Constitution and the regulations.

Expectations:

The Disabilities and Carers Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Disabilities and Carers Officer will have to work approximately 40 hours a week.

Schedule 1.14 – LOT’S WIFE EDITORS ROLE OUTLINE

Position Title:

Lot’s Wife Editors

Pay Fraction:

2.0

Term:

January 1 – October 31

Duties & Responsibilities:

The Lot’s Wife Editors’ duties and responsibilities will be as follows:

- To represent the voices of students of Monash University Clayton by producing Lot’s Wife, the student magazine.
- To provide opportunities for students of Monash University Clayton to have their work published in Lot’s Wife, by:
 - Advertising submission guidelines and instructions online and in print.
 - Holding regular writer’s meetings and posting office hours to allow face-to-face discussions with writers and other volunteers.
- To coordinate the publication of Lot’s Wife over the course of their term, by:
 - Liaising with a print service to decide on the format and number of issues to be printed, as well as publishing deadlines.
 - Designing the magazine, themselves or with volunteer assistance.
 - Recruiting, selecting and managing a team of volunteers to solicit, edit, and proofread works for publication.
 - Sending the magazine to the printers within an adequate timeframe to ensure delivery to campus.
 - Distributing the magazine across campus to reasonable number of locations.
- To support the MSA’s funding of Lot’s Wife with advertising revenue.
 - Creating an up-to-date advertising kit, listing available ad spaces and prices.
 - Making said kit available to potential advertisers online.
 - Actively seeking out potential advertisers
- Publish an annual election guide containing the names, photos, and candidate statements of all candidates, with no bias towards any candidate or party.
- Maintain an online presence via Lot’s Wife website and social media platforms

Expectations:

The Lot’s Wife Editors is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the Lot’s Wife Editors will have to work approximately 80 hours a week.

Schedule 1.15 – PEOPLE OF COLOUR OFFICER ROLE OUTLINE

Position Title:

People of Colour Officer

Pay Fraction:

1.0

Term:

January 1 – December 31

Duties & Responsibilities:

- Provide support and advocacy to students of colour. “People of Colour” refers to students who believe they have experienced oppression, judgment or have been disadvantaged in some way due to systematic racism. This includes people:
 - who are from a minority ethnicity
 - who are white passing
 - who have an Aboriginal or Torres Strait Islander descent;
 - and all those who feel they have been marginalised or otherwise discriminated against because of white dominance/supremacy
- Represent the interests of students of colour on Monash Student Council, other relevant bodies and in the wider community
- Actively work to empower and encourage participation of people of colour students in the MSA People of Colour Department, its campaigns and activities.
- Organising meetings of the Monash People of Colour Collective (MPOCC) and keeping a record of their activities
- Connect people of colour (both students and staff) by networking and collaborating with other groups relating to fighting racism and involving people colour, both inter-campus and external
- Referring students to local, national and international anti-racism campaigns
- Promoting education and awareness surrounding issues relating to relevant issues with knowledge and resources to deal with PoC issues. This includes:
 - Collecting and disseminating helpful and pertinent resources
 - Running educative workshops and discussion groups
 - Organising information seminars with guest speakers
 - Coordinate and run activist campaigns that combat relevant issues
- Assisting in other MSA campaigns when required
- Assisting in other office-bearers’ departments, where appropriate
- Completing other responsibilities of the People of Colour Officer position specified in the Constitution and the regulations

Expectations

The People of Colour Officer is expected to work to complete their duties and responsibilities as outlined above to the best of their ability. It is recognised that to achieve this, the People of Colour Officer will have to work approximately 40 hours a week.