

### **College Representative**

Each of the two representatives of each ANU College has principal responsibility for representing the members of their College, as well as the membership as a whole.

College Representatives are members of the Postgraduate Representative Council (PRC), PARSA's governance body, which is comprised of 31 elected postgraduate students. In addition to the below duties, they are required to attend regular PRC meetings (approximately every 4 to 6 weeks).

College Representatives are expected to volunteer a minimum two hours of week on PARSA-related work; they do not receive an honoraria payment.

This role requires the college representative to do the following:

- Take a leading role on Students' Association activities relating to the College they represent;
- Attend College Education Committee meetings (and subcommittee meetings as appropriate) for their College, and update the Executive and wider PRC about issues discussed;
- Attend PARSA Education Committee meeting to inform and discuss academic policy and student issues within ANU;
- Liaise and work with external and internal stakeholders, including PARSA members and staff, ANUSA, ANU and others as required to successfully deliver projects;
- Deliver a minimum of one event for their specific college each semester;
- Ensure that members of the Students' Association are engaged with and involved in developing and implementing their projects and policies;
- Consult with members within their College, as well as the wider membership, to represent members' views and act on issues affecting them;
- Report on their work at PRC meetings, where they will be held accountable to the students they represent;
- Act as the first point of contact for students with questions or concerns about student activities, signposting students to the appropriate PARSA representatives and staff as appropriate;
- Attend Annual and Ordinary General Meetings, and provide support for PARSA activities and events.