



Education Committees – Meeting Policy

Updated: March 2022

Introduction

1. This policy provides for the establishment of an Education Committee, for the purposes of coordinating activities undertaken within PARSA's Higher Degree by Research (HDR) and Coursework portfolios.

Note: The bolding and italicising of any words or phrases within this document does not alter their natural meaning.

Objectives

2. The objectives of this committee are to:
 - A. Determine and investigate academic issues of relevance to postgraduate students;
 - B. Ensure the academic interests of postgraduate students are effectively represented on ANU Committees and within PARSA;
 - C. Raise awareness of postgraduate HDR and Coursework issues;
 - D. Advocate for postgraduate HDR and Coursework issues;
 - E. Organise events relevant to the academic interests of postgraduate students throughout the year; and
 - F. Report to the Postgraduate Representative Committee (PRC) on any significant matters arising under the Education portfolio.

Composition

3. The Education Committee consists of:
 - A. The HDR Officer and the Coursework Officer of PARSA, as co-Chairs of the Committee; and
 - B. Two (2) College Representatives of PARSA from each College, representing the HDR and Coursework portfolios respectively, and totalling fourteen (14) Representatives.
4. If a College Representative position in either the HDR or Coursework portfolio is unfilled, the co-Chairs may:
 - A. Where the College position is represented by an alternate in either the HDR or Coursework portfolio, request the alternate represent the missing portfolio position at meetings, to the best of their capabilities; or
 - B. Where the College position is unfilled in both the HDR and Coursework portfolio, make arrangements as required to ensure the postgraduate membership of the College is represented on the Committee.

Secretary

5. The HDR and Coursework Officers, as co-Chairs, must:
 - A. Agree on which co-Chair is responsible for secretarial duties, as Committee Secretary, and which co-Chair is responsible for Chairing, at each meeting.



- i. This arrangement may be decided on a meeting-by-meeting basis, or at any time, agreed upon for the duration of the Officers' terms.
 - B. Where either the HDR or Coursework Officer is absent from a meeting, the remaining Officer present may delegate a College Representative to act as co-Chair, in the role of Committee Secretary, **for that meeting only**.
6. All Committee meetings **must** have a nominated Committee Secretary.
7. The nominated Committee Secretary for each meeting will:
 - A. Prepare meeting agendas, in consultation with the co-Chair or Chair;
 - B. Take an accurate record of minutes for the meeting;
 - C. Ensure the agenda, minutes from the previous meeting, and meeting invites are distributed to Committee members **no less than** two business days prior to the meeting; and
 - D. Ensure approved minutes from the previous meeting are distributed **no later than** one week after the meeting to the PARSA Marketing team for official publication.

Administrative arrangements for meetings:

Frequency of meetings

8. The Committee will meet at least once per month, on dates determined by the Committee.
9. The co-Chair(s) may pass a motion to alter the interval between meetings, **provided** an absolute majority of Education Committee members have voted in favour, **and** subject to approval by an absolute majority of the PRC.
10. As soon as practicable, the co-Chairs should provide an expected meeting-length for each meeting.

Attendance at Meetings

11. Members are expected to:
 - A. Attend **every** meeting of the Committee; or
 - B. Provide written explanation and seek approval from the co-Chairs for any absence; ideally **prior to the meeting**.
12. Failure by a member to attend meetings **twice in a row**, without written explanation or approval, may result in:
 - A. The HDR and/or Coursework Officer(s) providing written feedback to the member;
 - B. Thereafter, failure to attend further meetings without explanation may result in the member being referred to the Executive Committee.
 - C. The Executive Committee may make punitive decisions if they are satisfied the member's conduct constitutes *Unsatisfactory Performance*, as defined in the *PARSA Governance Handbook*.
13. Meetings of the Committee are open to:
 - A. Members of the PRC, as observers.
 - B. Observers register their intention to attend a meeting with the Committee Secretary at least two business days before the meeting.



14. The co-Chairs may request any other PRC members and/or external party to attend Committee meetings or participate in certain agenda items.

Quorums

15. The quorum for meetings:
 - A. Will be at least fifty percent (50%) of voting members; and
 - B. *Must* include either the HDR or Coursework Officer.

HDR and Coursework Committees

16. The HDR and Coursework Officers will establish two sub-committees:
 - A. The HDR Committee, meeting every two weeks, to be composed of:
 - i. The HDR Officer, as Chair; and
 - ii. The HDR College Representative for each College.
 - B. The Coursework Committee, meeting every two weeks, to be composed of:
 - i. The Coursework Officer, as Chair; and
 - ii. The Coursework College Representative for each College.
17. The HDR and Coursework Committees will oversee specific work in the HDR and Coursework portfolios respectively, and report to the Education Committee as required.
18. Meeting-length, attendance and quorum expectations for each sub-committee meeting are subject to sections 10 to 15, as applicable.
19. The Chair may reschedule the next sub-committee meeting, **provided** the next consecutive meeting after that is held as scheduled.
20. The Chair may pass a motion to alter the interval between meetings, **provided** a simple majority of sub-committee members have voted in favour, **and** subject to approval by an absolute majority of the Executive Committee.
21. If a relevant College Representative position is unfilled, the Chair of either sub-committee may:
 - A. Where the College position is represented by an alternate in either the HDR or Coursework portfolio, request the alternate attend **both** sub-committee meetings and represent the postgraduate membership of that College, to the best of their capabilities; or
 - B. Where the College position is unfilled in both the HDR and Coursework portfolio, make arrangements as required to ensure the postgraduate membership of the College is represented on the sub-committee.
22. Sub-committee meetings **do not** require a Committee Secretary, including that defined under section 7, but a Committee Secretary may be appointed at the Chair's discretion.

Other sub-committees

23. The Committee may establish one or more additional sub-committees or working parties to assist it in the carrying out of its functions.