



PARSA
ANU *postgraduate &*
research students'
association

PARSA 2021 Student Representatives Elections

Nomination Guidelines : A guide for students interested in running in the PARSA election.

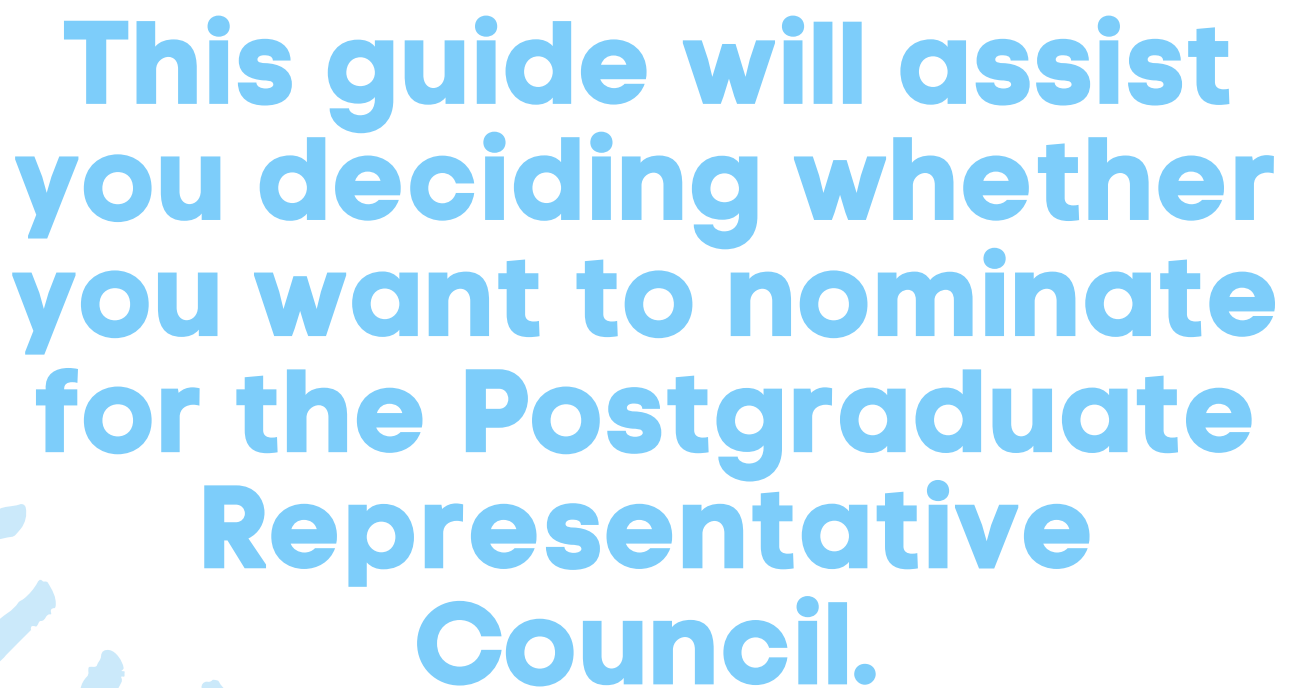


This guide outlines:

- Who is PARSA and what is the election process
- How do I get started and what positions are available
- Election process and support

Before deciding to nominate for a position ask yourself:

- Am I passionate about student advocacy or event planning on campus?
- What can I offer - what are my skills?
- How much time can I provide to PARSA?
- Do I want to promote better services on campus for post-graduate students?



**This guide will assist
you deciding whether
you want to nominate
for the Postgraduate
Representative
Council.**

2021 Key Election Dates

Nominations Open

Monday, 20 September 2021 (9am)

Nominations Close

Friday, 15 October 2021 (5pm)

Campaign Period Starts

Monday, 18 October 2021

Campaign Period Ends

Friday, 29 October 2021

Voting Opens

Monday, 1 November 2021 (10am)

Voting Closes

Friday, 5 November 2021 (5pm)

Voting Results Announced

Friday, 5 November 2021

What is PARSA?

The ANU Postgraduate and Research Students' Association (PARSA) is the democratically elected representative body for all postgraduate students at ANU. Our membership is comprised of over half the total students at ANU, or approximately 9,000 postgraduate students. PARSA exists to ensure the interests of postgraduates at ANU, namely through representing postgraduate student rights, welfare and community.

Our vision

A vibrant postgraduate community shaping the future.

Our values



Our strategic focus

- 1 Support
- 2 Advocacy
- 3 Community building
- 4 Transparency and sustainability



For more information about PARSA's strategic focus, please read PARSA's [2018-2021 Strategic Plan](#).

This guide

This guide is for students who are passionate about making a positive difference to the social, welfare, advocacy and community experience for ANU postgraduate and higher degree by research students. The successful nominees for the Postgraduate Research Committee (PRC) are supported by a dedicated staff team and elected for a period of 12 months. A thorough 6 week handover period is provided after the election has been declared by the Returning Officer.

The PRC must meet at least 6 times every year, the first meeting being held no more than two weeks after the election has been finalised by the Returning Officer. The Executive meet more regularly as it is their role to oversight the decision making and operations of PARSA

The Guide should be read in conjunction with the more detailed rules and regulations of PARSA, including:

1. The Constitution

2. Regulations

All advice is current and has incorporated all changes as at September 2021.

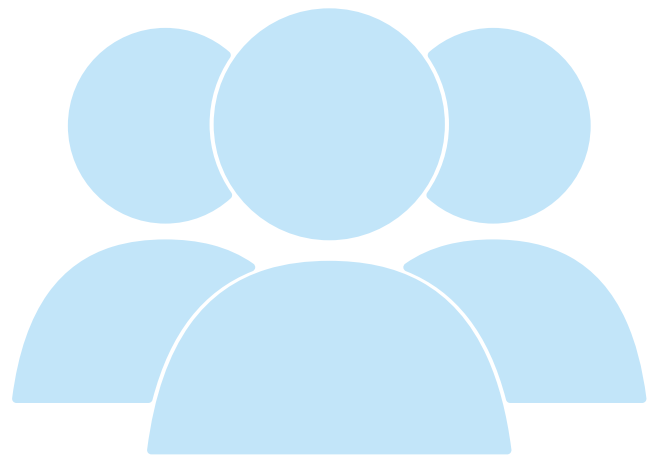


Structure

Follows is the structure of the committee and the positions available for election, it is advisable to talk to the current elected officer of a position you are interested in to gain insight into what the role involves:

Officers of the Association

- (a) President;
- (b) Vice President;
- (c) General Secretary;
- (d) Equity Officer;
- (e) Coursework Officer;
- (f) Higher Degree by Research Officer;
- (g) Policy and Research Officer;
- (h) First Nations Officer;
- (i) International Officer;
- (j) Social Officer;
- (k) Queer Officer;
- (l) Disabilities Officer;
- (m) Wellbeing Officer;
- (n) Women's Officer;
- (o) Parents and Carers Officer;
- (p) Environmental Officer.



And, for each ANU College, there are two (2) College Representatives (14 officers).

The Senior Officers of the Council form the **Executive Committee:**

- (a) President;
- (b) Vice President;
- (c) General Secretary;
- (d) Coursework Officer;
- (e) Higher Degree by Research Officer;
- (f) Equity Officer; and
- (g) Social Officer.

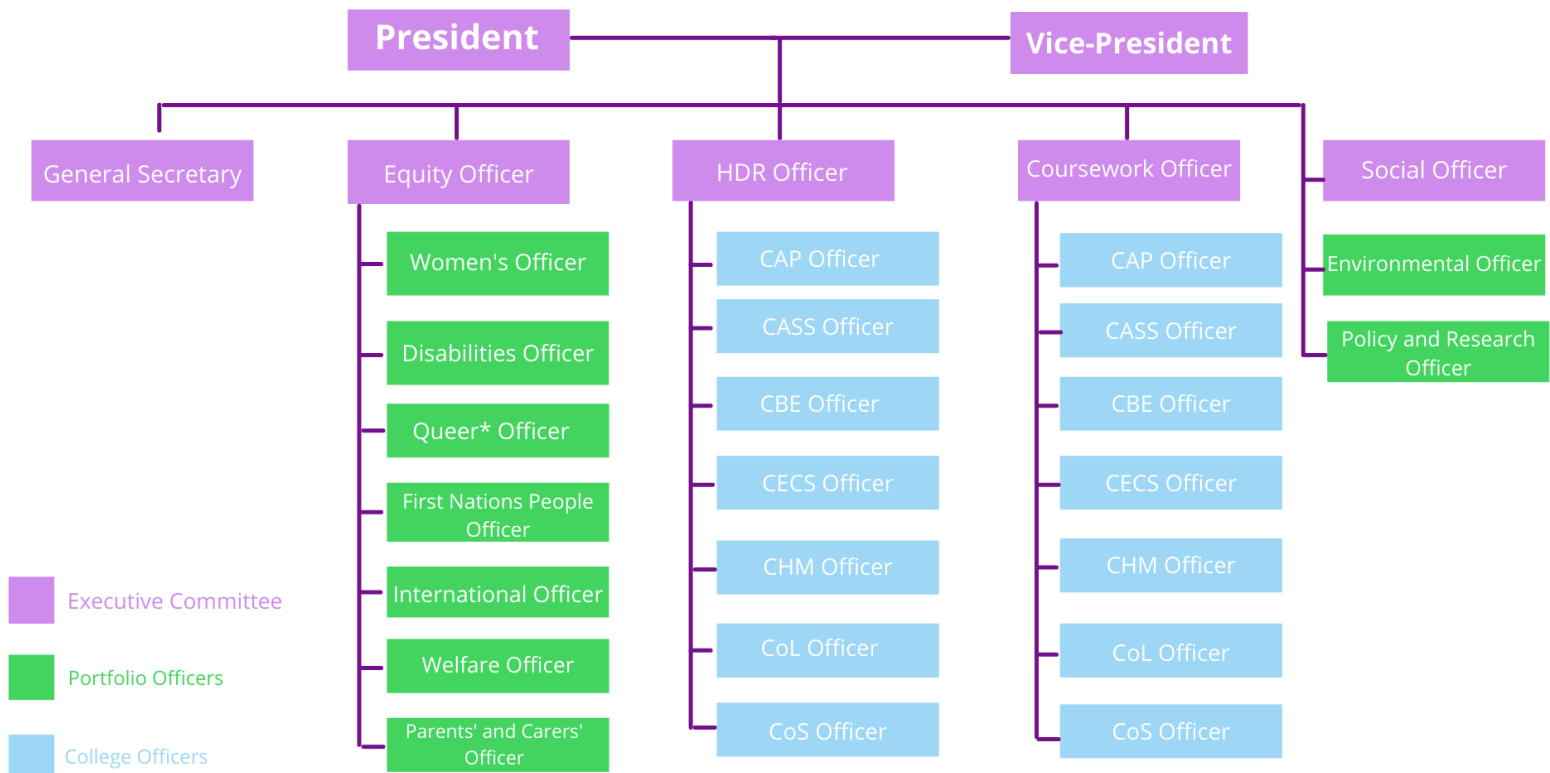
What position can I nominate for?

If you are a member of PARSA, a postgraduate or higher degree by research student at ANU, and you will not be graduating in 2022, you can nominate for positions in the PRC, positions are compensated via a stipend payment.

The PARSA Student Representative structure is as follows:



PARSA Student Representative Structure



These positions and their role descriptions can be found on the following pages.

POSITION	BRIEF DESCRIPTION	HOURS PER WEEK
President	The President is responsible for the good governance, leadership and direction of the organisation, the effective representation of students to the University and beyond, and being the “face and voice” of PARSA to members, the University and the wider community.	35 hours
Vice -President	The Vice President’s key responsibilities include leading the organisation’s work on key organisational projects, advocacy and campaigning, and ensuring that the postgraduate student voice is being heard and acted upon by the University and beyond. The Vice President will also provide crucial support for the President, often taking charge for critical projects of the Association and acting as the official representative of PARSA on key committees.	20 hours
General Secretary	The General Secretary has primary responsibility for helping ensure PARSA is a representative organisation through ensuring strong engagement with members and that sound governance procedures are adhered too.	10 hours
Coursework Officer	The Coursework Officer will work closely with the Higher Degree by Research and the Education Committee to ensure that the needs of coursework students are represented in PARSA’s advocacy work on academic issues, at the university, college, school and classroom level.	14 hours

POSITION	BRIEF DESCRIPTION	HOURS PER WEEK
Higher Degree by Research Officer	The HDR Officer will work closely with the Coursework Officer, and Education Committee to ensure that the needs of HDR students are represented in PARSA's advocacy work on academic issues, at the university, college, school and classroom level.	14 hours
Equity Officer	The Equity Officer is primarily responsible for advocating, and supporting Officers under the Equity portfolio, to effectively advocate on issues and undertake activities to support issues related to these groups. Always with respect for the wishes of these groups, and the Officers that represent them, the Equity Officer manages and supports the efforts of the First Nations, Disability, International, Queer, and Women's Officers.	14 hours
Social Officer	The Social Officer is primarily responsible for developing ideas and helping ensure the successful execution of events and activities that help build and maintain a strong postgraduate community.	5 hours
Policy and Research Officer	This role is primarily responsible for developing policies to increase underpin PARSA activities, and operations. The Policy and Research Officer has primary responsibility for helping ensure PARSA is a representative organization through ensuring strong engagement with members which is underpinned by sound policy and process.	10 hours

POSITION	BRIEF DESCRIPTION	HOURS PER WEEK
*First Nation's Officer	The First Nations Officer is primarily responsible for devising and leading the organisation's work on issues related to First Nation postgraduate students.	5 hours
*International Officer	The International Officer has principal responsibility for devising and leading the organisation's work on issues affecting international postgraduate students at ANU. This must be done in consideration of the diversity of PARSA's international student population.	5 hours
*Queer Officer	The Queer Officer has principal responsibility for devising and leading the organisation's work on issues related to queer students. This role is largely focused on building community and devising advocacy actions for PARSA.	5 hours
*Disabilities Officer	The Disabilities Officer has principal responsibility for devising and leading the organisation's work on issues related to students with a disability. This is largely focused on building community and devising advocacy actions for PARSA.	5 hours
Wellbeing Officer	The Wellbeing Officer has principal responsibility for devising and leading the organisation's work on issues related to the welfare and wellbeing of students. This role is largely focused on building community and devising advocacy actions for PARSA.	5 hours

POSITION	BRIEF DESCRIPTION	HOURS PER WEEK
*Women's Officer	The Women's Officer has principal responsibility for devising and leading the organisation's work issues affecting women.	5 hours
*Parents and Carers Officer	The Parents and Carers Officer has principal responsibility for devising and leading the organisation's work on issues related to students who hold responsibilities of parenting or caring. This role is largely focused on building community and devising advocacy actions for PARSA.	5 hours
Environmental Officer	The Environmental Officer has principal responsibility for devising and leading the organisation's work on environmental issues. This includes, considering the reducing of the environmental impact ANU has on campus; behaviour and attitudinal change for students; and advocating for ANU to be a global leader in environmental action.	5 hours
College Officers (12)*	College Representatives are primarily responsible for supporting and advocating for students in their college. Working as a team of two college representatives per college, the key tasks are to respond to ANU and Government policy as well as being proactive in providing proposals to better the student experience.	5 hours per month

Positions available

Postgraduate Member on ANU Council

As the Postgraduate Member on ANU Council, they must attend University Council meetings and are invited to attend PRC meetings. The Postgraduate Member on the ANU Council, can also nominate for positions on the Postgraduate Representative Council.

Note: A member of PARSA can only stand for one of the positions in any election.

* There are two College Officer for each ANU College – Arts and Social Sciences, Asia and the Pacific, Business and Economics, Engineering and Computer Science, Law, Health and Medicine and Science

*To nominate as First Nation's, International, Queer, Disabilities, Women's and Parents and Carers Officer you must self-identify as a member of that group.

*You can only nominate as College Officer for the ANU College you are enrolled in.

More advice about Roles can be found [here](#).



More details on the election process

The Returning Officer

PARSA has appointed a Returning Officer to oversight this election. The Returning Officer answers questions about eligibility to nominate and manages any disputes throughout the election. The Returning Officer nominates a delegate (Probity Officer) to assist with any work necessary for the proper conduct of the election. The Returning Officer can also remove publication/communication that contravenes the election rules.

During the election questions about eligibility to vote or stand for election are directed to the Returning Officer (parsa.elections@anu.edu.au).

The Returning Officer must display or distribute a list of nominations for all positions on the PARSA website.

Supporting statements will be published on the PARSA website. The Returning Officer can amend, or refuse statements if these contain inappropriate material and contrary to the election regulations.



Election date and process

CALL FOR NOMINATIONS	LODGE NOMINATIONS	COMPLETE STATEMENT OF INTENT	VOTING OPENS
At least four weeks before commencement of polling on Monday, 20 September 2021	<p>Nomination forms are available on PARSA's website. Please submit the completed form to parsa.elections@anu.edu.au</p> <p>Returning Officer will acknowledge and accept this form. If the nomination form is not valid, the candidate will be advised and asked to resubmit.</p>	Disclose any social media accounts that will be used during election, this must be updated if any further accounts are used during election	Voting opens 9.00am Monday 18 October 2021 and closes 5.00pm Friday 22 October 2021
Nominations close at 5.00pm on Friday, 15 October 2021	Candidates send supporting statements which includes a photo of candidate and a supporting statement (250 words) for publication		You can withdraw your nomination at any time up to 1 day before voting opens (30 October)

Election date and process continued

- Groups of 5 or more ordinary members of PARSA may apply to the Returning Officer for registration of a ticket
- Registration must be applied for between the day nominations open and one full day prior to nominations closing Thursday, 14 October 2021
- A member can only nominate for one ticket
- A ticket name must not be the same as previously used, not represent a political party (or representative of a political party), not include the word 'independent' and not be linked with any Associations of the ANU.



Campaigning

The 2021 campaign period will run from 18 October - 29 October 2021.

It is an electoral offense to:

To publish, in connection with an election, any physical election-related publication which:

- Does not clearly identify that the publication is on behalf of the ticket or candidate in letters at least 10mm high or in font at least as large as the most commonly used font on the publication, whichever is larger;
- Does not contain a date of publication;
- Contains obscene, defamatory, sexist, racist, or homophobic material, or materials that is in any way in violation of the Discrimination Act 1991 (ACT);
- Contains any untrue statement or is materially misleading in a manner likely to mislead a voter in casting their vote; or
- Is larger than A3 size.

To publish any election-related electronic communication, including emails, webpages, social networking posts, audio, or audio-visual communication, which:

- Does not clearly identify that the communication is sent on behalf of the ticket or candidate in font at least as large as the most commonly used font in the communication or at the commencement of an audio or audio-visual communication;
- Does not contain a date of communication;
- Contains obscene, defamatory, sexist, racist, or homophobic material, or is in any way in violation of the Discrimination Act 1991 (ACT);
- Contains any untrue statement or is materially misleading in a manner likely to mislead a voter in casting their vote;
- Is a paid advertisement;
- To assist, in any way another person to cast their vote;
- To offer to provide gifts of any sort;
- Cast a vote for a person who is not eligible to vote;
- Engage in discrimination or intimidation;
- Make obscene, defamatory, sexist, racist or homophobic statements; or
- Make untrue statements;
- Is an undeclared social media account.

For advice on where you can campaign and where you can't see clause 13,6.11 in the PARSA Election Regulations document.

Advice on actions following an electoral breach please see clause 13.10 – 13.12 in the PARSA Election Regulations document.

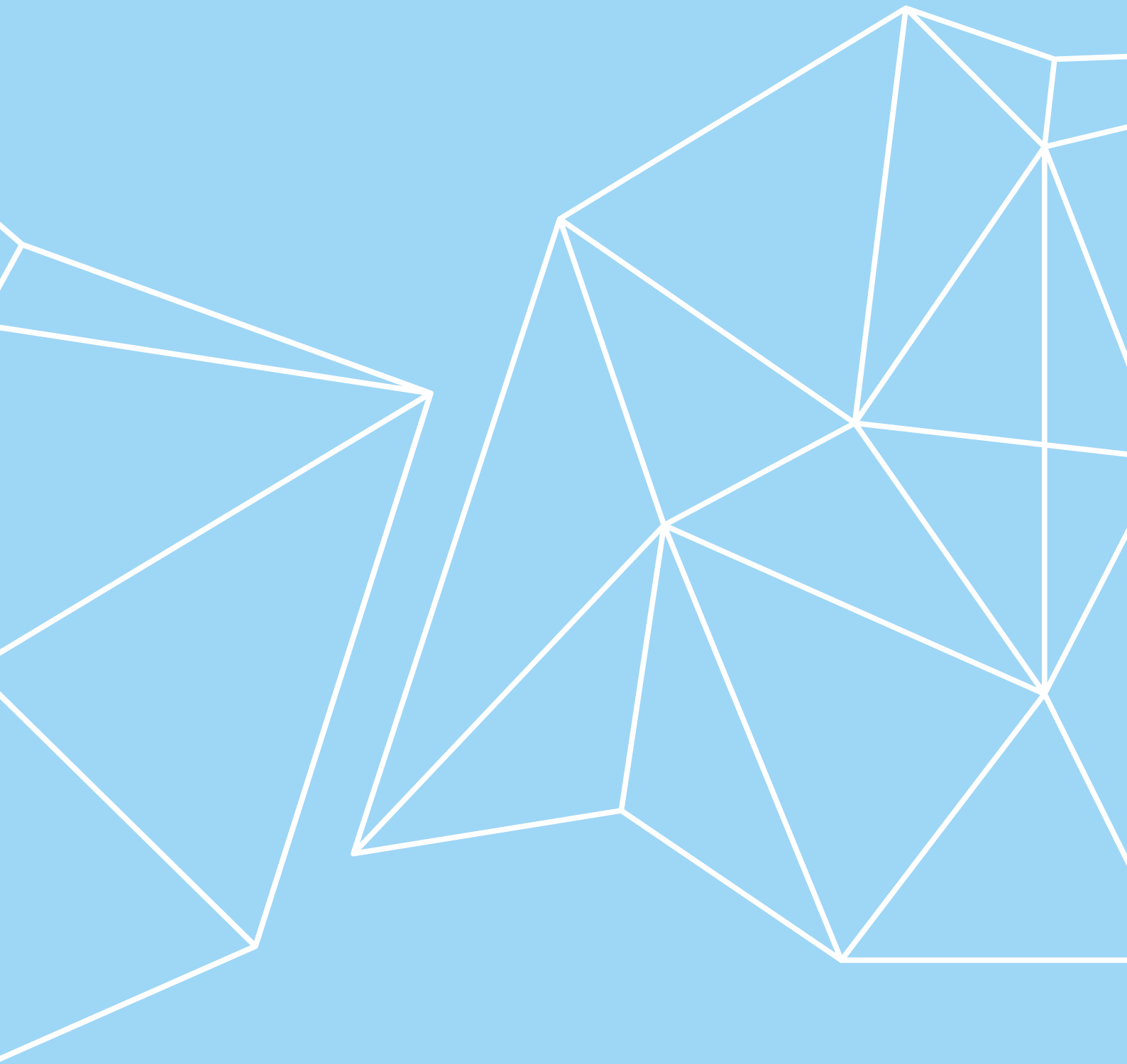
More detail see Clause 13.6 in the PARSA Election Regulations document.

Election dispute process

Complaint received and lodged	Once an email detailing a complaint has been received it is recorded under the specific regulation it is in breach of.
Investigation	If required, the probity team will conduct an investigation, gathering facts about the parties involved and the incident.
Notice served	The subject of the complaint will be informed of the complaint against them and given a timeframe to respond.
Recommendation sent to Returning Officer	All the information that has been gathered is then sent to the Returning Officer. Probity also make a recommendation as to the outcome/sanction that should be enforced.
Returning Officer Decision	The Returning Officer makes their decision and informs probity.
Enforcement	Probity communicates and implements the Returning Officer's decision.
Appeal	An appeal of Returning Officer's decision can be taken to the Disputes Committee.

For all enquiries, please contact the Returning Officer at:

parsa.elections@anu.edu.au | parsa.com.au



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