**College Representative**

**Duration** 12-month term

**Hours** Minimum 2 hours a week, 40 weeks a year

**Location** PARSA Office, Melville Hall

**Compensation** None

**About PARSA**

The ANU Postgraduate and Research Students’ Association is the officially recognized body representing all postgraduate students enrolled at Australian National University. It works to the following vision: to be an inclusive, diverse, and representative community of postgraduate students who advocate for students as well as enrich the student experience for all.

**Role Description: College Representatives**

College Representatives are primarily responsible for supporting and advocating for students in their college.

The successful candidate will need to hold regular office hours and be available to members, officers, and PARSA and University staff for Association-related business for two or more hours per week during term-time.

**Role Description: PRC**

The Postgraduate Representative Council (PRC) is PARSA’s governance body, and is comprised of 31 elected postgraduate students – four executive-team members, eight portfolio officers, two representatives of each college, and five general representatives. It meets every four weeks, at which council members can raise issues, and make decisions on behalf of the organisation. These meetings typically last two hours.

Attendance at PRC meetings is mandatory.

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| **Communications Officer responsibilities** |
| * Take a leading role on Students’ Association activities relating to the College they represent. |
| * Actively input into their college’s Education Committee meetings (and subcommittee meetings as appropriate), making time to prepare and debrief with the Advocacy and Engagement Officer. |
| * Participate in PARSA’s Education Committee meetings. |
| * Organise a minimum of one social, networking or advocacy event for their college’s members each semester. |

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| **PRC Responsibilities – applies to all 31 Council Members** |
| * Exercise good governance by carrying out duties with reasonable care and diligence, in good faith and in the best interests of the Association. |
| * Become familiar with the [Constitution](https://parsa.anu.edu.au/your-union/how-we-are-governed/2016-17minutesandreports/), [relevant legislation](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1504/~/incorporated-associations#!tabs-1), organisational policies and [SSAF guidelines](https://www.education.gov.au/student-services-and-amenities-fee) ahead of taking office, and ensure, with the support of staff, that both the entire Association and individual members of the PRC complies with these regulations. |
| * Provide the organisation with leadership, contribute to the development of the Students’ Association’s mission and values, and help promote and raise the profile of the organisation. |
| * Play a key role in developing the organisation’s strategy, and review and agree to major changes that would significantly alter the organisation’s direction. |
| * Monitor and assess the organisation’s work in relation to the agreed strategy and budget, and agree alternative action to remedy shortfalls, if required. in dents to represent their views and act on issues affecting them. ting your projects, policies and campaigns, consulting withYou f |
| * Maintain a robust overview of the principle risks facing the Students’ Association, and take action to mitigate these risk when required. |

**Key relationships**

* **PARSA:** Executive Team, other College Representatives, PRC, General Manager; Advocacy and Engagement Officer
* **Members:** Postgraduate Students, students from the College
* **University:** Deputy Vice Chancellor (University Experience); College Dean
* **External Organisations:** ANUSA, counterparts at other students’ associations

**Training**

* Training and support will be provided by the Students’ Association staff, the outgoing Representatives of your College, and external stakeholders, to ensure that you are fully equipped for the role.
* Newly elected Officers are required to attend the two-day PRC induction retreat, and financial and governance training provided by the University. These will take place in the six-week handover period (August 20-October 1).
* College Representatives will be paired with a staff member (the Advocacy and Engagement Officer), who will provide dedicated guidance and support immediately following the declaration of polls, and throughout their term.
* Additional training and ongoing support is provided throughout the academic year.