**General Representative**

**Duration** 12-month term

**Hours** Minimum 10 hours a week, 40 weeks a year

**Location** PARSA Office, Melville Hall

**Compensation\*** Traditionally receives honoraria payment

**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: General Representative**

General Representatives are primarily responsible for advocating on issues related to the general student population

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 10 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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| **General Representative responsibilities** |
| * Work closely with the other Officers on Students’ Association campaigns. successfully y and campaigns. o represent the views of studentsenting, facilities and services. students in the communitys in tsuccessfully y and campaigns. o represent the views of studentsenting, facilities and services. students in the communitys in t. fecting tly community,inburgh, as well as uch as transport, housing, facilities and services. students in the communitys in t
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| * Contribute to and influence University strategies through participation in ANU committees, PARSA campaigns, organisational working groups, and informal networking, to ensure that student interests are effectively represented.
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| * Uphold and advance the reputation of the organisation, attending and speaking at official ANU and other relevant stakeholder events and ceremonies as appropriate.
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| * Support and promote PARSA activities which support the goals of the Strategic Plan (to be shortly published), including but not limited to O-Week and Welcome Week, elections outreach, face-to-face and social media engagement, membership engagement and feedback, and Students’ Association-led events.
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| * Provide opportunities to be held accountable for your work as a General Representative Postgraduate Representative Council meetings (PRC), the Annual General Meeting (AGM), and other events as necessary.
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| * Act as the first point of contact for students with questions or concerns, signposting students to the Students’ Association’s council members or staff, where appropriate.
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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.
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| * 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.
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| * 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.
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| * 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.
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| * 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
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| * Maintain a robust overview of the principle risks facing the Students’ Association, and take action to mitigate these risk when required.
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**Key relationships**

* **PARSA:** Executive Team, PRC, General Manager
* **Members:** Postgraduate Students
* **University:** Deputy Vice Chancellor (University Experience)
* **External Organisations:** ANUSA, counterparts at other students’ associations

**Training**

* Training and support will be provided by the Students’ Association staff, outgoing General Representatives, and external stakeholders, to ensure that you are fully equipped for the role.
* Newly elected representatives 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).
* General Representatives will be paired with a staff member (Student Assistance 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.