

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2020**  
**MEETING SCE 20.15**

Held on 10 September 2020 at 1:00pm  
Zoom Meeting

**MINUTES**

1. **PREAMBLE**

**MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.**

**Present: Caitlyn Dunne, Daniel Stonehouse, Ebony Hartridge-Linton, Sophie Dai**

**Apologies: Jasper Wells (proxy Daniel Stonehouse)**

**Absent:**

**Others: Lyn Nye**

2. **MINUTES OF THE PREVIOUS MEETING**

**2.1 Minutes of the Previous Meeting**

**Motion SCE 20.15-1**

MONSU SCE 20 moves to pass the minutes SCE 20.13

**MOVED: Daniel Stonehouse      SECONDED: Caitlyn Dunne**  
**CARRIED**

**Motion SCE 20.15-2**

MONSU SCE 20 moves to pass the minutes SCE 20.14

**MOVED: Caitlyn Dunne      SECONDED: Daniel Stonehouse**  
**CARRIED**

**Attached in this Email**

3. **BUSINESS ARISING**

4. **GENERAL BUSINESS**

**4.1 Education Officer**

**Executive applications, applications received by Ebony Hartridge Linton**

**Motion SCE 20.15-3**

MONSU SCE moves to co-opt Ebony Hartridge-Linton to the position of Education Officer commencing 10th September 2020.

**MOVED: Caitlyn Dunne      SECONDED: Daniel Stonehouse**  
**CARRIED**

Ebony spoke to her experience as a student of feeling embraced by the Monash community and having a heavy volunteer presence. This includes being apart of the Welfare and Education committee, and as Vice President of Caulfield Arts Society, organising collaborations with the university and academic faculties creating greater opportunities for mentorship and academic involvement and enrichment.

Ebony is familiar working with welfare initiatives, standing as a representative in APCS, and assisting with Exam Help Desk for which she noted she received a Monash Love Letter post thanking her for her efforts.

In terms of intentions for the Education portfolio, Ebony discussed the following goals:

- Increasing transparency regarding changes such as with Unit Guides, and ensuring that Monash correctly transitions from Unit Guides to a more accessible and useful form.
- Ensuring information regarding assessment information is accessible to students at all points of study
- Frequently meeting with the University regarding the quality of education, both online and on campus especially in the event of cross delivery
- Addressing class size increase and use of old lectures
- Assisting with messaging from MONSU to help students navigate University structure, whilst consulting with the University to ensure the information they are providing is not confusing.

#### **4.2 Confirming Result of Special Resolution**

MONSU SCE noted that MONSU Caulfield's Special Resolution passed, and the new Constitution is now in effect.

#### **4.3 Election Dates**

##### **Motion SCE 20.15-4**

MONSU SCE approves for the notice of election to be declared from the Monday 14th September, with the election vote taking place on the 12th-14th October online. This will provide for the 4 weeks notice as required by the Election Regulations.

**MOVED: Caitlyn Dunne**

**SECONDED: Daniel Stonehouse**

**CARRIED**

#### **4.4 Role Description**

##### **Motion SCE 20.15-5**

MONSU SCE approves the 2020 MONSU Caulfield role descriptions attached with this document.

**MOVED: Ebony Hartridge-Linton**

**SECONDED: Caitlyn Dunne**

**CARRIED**

#### **4.5 Honorariums**

##### **Motion SCE 20.15-6**

**MONSU SCE approves the following honorariums**

**Caitlyn Dunne: 12 Hours Per Week**

**Daniel Stonehouse: 6 Hours Per Week**

**Sophie Dai: 3 Hours Per Week**

**Jasper Wells: 0 Hours**

**MOVED: Daniel Stonehouse**

**SECONDED: Caitlyn Dunne**

**CARRIED**

5. **CONFIDENTIAL BUSINESS**

6. **OTHER BUSINESS**

#### **7. PAPERS PROVIDED FOR INFORMATION**

7.1 **SCE 20.13 Minutes**

7.2 **SCE 20.14 Minutes**

7.3 **Rep Reports**

7.4 **Role Descriptions**

#### **8. DATE OF NEXT MEETING: 24th September 1pm**

Meeting Closes: 2pm

## MONSU Caulfield Student Representative Report

Name- HEXIN DAI      Date:10/09/2020

Portfolio - Welfare officer    Honorarium Requested: 3 hours p/w

Basecamp:

What projects did you contribute to?:

-MONSU Exec 2020

External Emails

Emails Received/Action items

No special e-mails received

Student Engagement:

Key Activities: (What have you done to engage with students?)

N/A

Student Advocacy

Key Activities: (What have you done to support students?)

N/A

Meetings and Functions Attended:    Notes for Council:

-MONSU Exec meeting

N/A

### **Timesheet**

| Day       | Times (wk1) | (wk2)    | Activities (wk1) | (wk2) |
|-----------|-------------|----------|------------------|-------|
| Monday    |             | 1 hour   |                  |       |
| Tuesday   | 1 hour      |          |                  |       |
| Wednesday |             | 2 hour   |                  |       |
| Thursday  |             | 1.5 hour |                  |       |
| Friday    | 0.5 hour    |          |                  |       |

Status of activities:

Action Items for upcoming weeks:

---Election preparation

Previous Actions Items Status:

Report Approved

**Reflection**

Goal for previous fortnight:

How did you try and achieve this?

-Regularly check Basecamp and emails and reply messages in Basecamp

How can MONSU Improve?

-continually providing help for students

-pay attention to students' needs

Goal for next fortnight:

-Contribute more

-Be more active

## MONSU Caulfield Student Representative Report

|                             |                                     |
|-----------------------------|-------------------------------------|
| <b>Name-</b> Caitlyn Dunne  | <b>Date:</b> 10/09/2020             |
| <b>Portfolio-</b> President | <b>Honorarium Requested:</b> 12 p/w |

|   |
|---|
| <b>Basecamp</b>   |
| What projects/teams did you contribute to?  |
| <ul style="list-style-type: none"> <li>- Company HQ</li> <li>- RUOK Day 2020</li> <li>- Monash Live Music Week</li> <li>- Creatives x Exec</li> <li>- Exam Tips Campaign Sem 2</li> <li>- Exam Help Desk S2 2020</li> </ul> |

|  |
|--|
| <b>External Emails</b>   |
| Emails Received/Action items   |
| <ul style="list-style-type: none"> <li>- RUOK MGA Morning Tea</li> <li>- David Coplov MSO Univeristy Collaboration Meetings</li> </ul> |

|   |
|---|
| <b>Student Engagement</b>   |
| Key Activities: (What have you done to engage with students?)                                     |
| <ul style="list-style-type: none"> <li>• MONSU Socials</li> <li>• Clubs Advisory Forum</li> </ul> |

|   |
|---|
| <b>Student Advocacy</b>   |
| Key Activities: (What have you done to support students?)                     |
| <ul style="list-style-type: none"> <li>• Securing MONSU's position</li> </ul> |

|   |   |
|---|---|
| <b>Meetings and Functions Attended:</b> | <b>Notes for Council:</b>   |
| Discussions with Vladimir and David     | <ul style="list-style-type: none"> <li>- Got across some issues for MONSU regarding collaborations across MSO's.</li> </ul> |
| EHD/Study Campaign                      | <ul style="list-style-type: none"> <li>- Established how end of semester support will be organised</li> </ul>               |

## Timesheet

| Day/Date    | Times (W1)  | Activities (W1)   | Day/Date    | Times (W2)        | Activities (W2)  |
|-------------|---|---|-------------|-------------------|--|
| Mon 07/09   | 2.5 hours total   | <ul style="list-style-type: none"> <li>- Proposed Election Regulation Exec Meeting</li> <li>- Admin</li> <li>- Emails</li> </ul>  | Mon 31/08   | 12-5pm            | <ul style="list-style-type: none"> <li>- MSO Funding Discussions</li> <li>- Chats with MMSS</li> <li>- Lyn/P/VP Check-In</li> <li>- Admin</li> </ul>   |
| Tues 08/09  | 8.30am – 5.30pm<br>+ 1 hour in evening  | <ul style="list-style-type: none"> <li>- Review Debrief UniOne/Clubs Advisory Forum Meeting</li> <li>- Comms Meeting x2 (ongoing to dos + planning Sem 2 Comms)</li> <li>- AXP Discussions</li> <li>- Monash Live Music: Programming</li> </ul> | Tues 01/09  | 10am-1pm<br>6-8pm | <ul style="list-style-type: none"> <li>- SPT (3 HOURS)</li> <li>- Clubs Advisory Forum</li> </ul>  |
| Wed 09/09   | 2 hours across day  | <ul style="list-style-type: none"> <li>- RUOK Day Meeting</li> <li>- Value Work</li> <li>- Admin/Scheduling Comms</li> </ul>  | Wed 02/09   | 12.30-5pm         | <ul style="list-style-type: none"> <li>- Safe n' Sexy Review/O-Fest Review</li> <li>- Mission Statement Work</li> <li>- SPT Catch-Up with Sharina</li> <li>- EHD/Study Campaign Discussions</li> </ul> |
| Thurs 27/08 | 9.30am-5.30pm   | <ul style="list-style-type: none"> <li>- CMT</li> <li>- EJ/MHFA Comms</li> <li>- Open Day Panel Tech Run</li> <li>- MONSU Exec</li> <li>- Jenny Catch-Up</li> <li>- Election Regulations Work with Lyn</li> </ul>                               | Thurs 03/09 | 9am-2pm           | <ul style="list-style-type: none"> <li>- CMT</li> <li>- SPT (3 HOURS)</li> <li>- Monash Live Music Week MONSU Debrief</li> </ul>   |
| Fri 28/08   | 9am-2pm   | <ul style="list-style-type: none"> <li>- Ally Network Event</li> <li>- Discussions with Vladimir and David</li> <li>- Clubs Advisory Forum Preparation</li> </ul>   | Fri 04/09   | N/A               | N/A  |
|             | <b>Status of activities:</b> <ul style="list-style-type: none"> <li>- Clubs Advisory Forum went well!</li> <li>- Loving SPT currently – very challenging and making my brain work hard</li> </ul> |   |             |                   |  |

Action Items for upcoming weeks:

|   |
|---|
| <ol style="list-style-type: none"> <li>1. Have potential locations and students acts for Monash Live Music Week</li> <li>2. Preparation for Sem 1 2021 Orientation started</li> </ol>   |
| <p>Previous Actions Items Status:</p> <ol style="list-style-type: none"> <li>1. Comms Planned for remainder of Sem 2 – Most in now locked in, with room for tentative things</li> <li>2. Get all things in place for MONSU re:Elections – Constitution passed, Election Regs passed, passing role descriptions</li> <li>3. Get student ideas for 2021- Orientation meeting set, sending out Survey to students</li> </ol> |

|   |  |
|---|--|
| Report Approved                             |  |
| Honorarium to be received by representative |  |

**Reflection**

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|--|
| <p><i>Goal for previous fortnight:</i></p> <ul style="list-style-type: none"> <li>- Get across admin work, fell behind with Safe n’ Sexy Week</li> <li>- Get MONSU across all platforms</li> </ul>   |
| <p>How did you try and achieve this?</p> <ul style="list-style-type: none"> <li>- Have caught up and feel back on track!</li> <li>- Have implemented ideas for social platforms, want to get WeChat established before end of year: to use during Orientation</li> </ul> |
| <p>How can MONSU Improve?</p> <ul style="list-style-type: none"> <li>-</li> </ul>  |
| <p>Goal for next fortnight:</p> <ul style="list-style-type: none"> <li>-</li> </ul>  |

## MONSU Caulfield Student Representative Report

|                           |  |
|---------------------------|--|
| Name- Daniel Stonehouse   | Date: September 10th 2020              |
| Portfolio- Vice President | Honorarium Requested: 6 Hours Per week |

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|---|
| Basecamp  |
| What projects did you contribute to?                                  |
| <ul style="list-style-type: none"><li>- Queer</li><li>- DNI</li></ul> |

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| External Emails  |
| Emails Received/Action items   |
| <ul style="list-style-type: none"><li>- Clubs Advisory Forum</li></ul> |

|   |
|---|
| Student Engagement  |
| Key Activities: (What have you done to engage with students?)   |
| <ul style="list-style-type: none"><li>- AXP &amp; UniOne Discussion</li><li>- Clubs Advisory Forum</li><li>- DNI Week Planning</li><li>- Queer Branding</li></ul> |

|  |
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| Student Advocacy   |
| Key Activities: (What have you done to support students?)              |
| <ul style="list-style-type: none"><li>- Clubs Advisory Forum</li></ul> |



| Meetings and Functions Attended: | Notes for Council:                   |
|----------------------------------|--------------------------------------|
| Crisis Management Team           |                                      |
| P+VP Planning                    |                                      |
| Clubs Advisory Forum             |                                      |
| UniOne Meeting                   |                                      |
| AXP Discussion                   |                                      |
| Student Meetings                 |                                      |
| DNI Week Planning                | Promotions launching, artist secured |
| Orientation Planning             |                                      |
| MGA R U OK                       |                                      |

### **Timesheet**

| Activity               | Time | Status: |
|------------------------|------|---------|
| Crisis Management Team | 1    |         |
| P+VP/Queer Planning    | 3    |         |
| Clubs Advisory Forum   | 4    |         |
| UniOne Meeting         | 1    |         |

|                      |        |  |
|----------------------|--------|--|
| AXP Discussion       | 1      |  |
| Student Meetings     | 2      |  |
| Orientation Planning | 2      |  |
| DNI Week Planning    | 2      |  |
|                      | Notes: |  |

|   |  |
|---|--|
| Report Approved                             |  |
| Honorarium to be received by representative |  |

### Reflection

|  |
|--|
| Goal for previous fortnight: Continue work on Ally Network Expansion and prepare events into end of year   |
| <p>How did you try and achieve this?</p> <ul style="list-style-type: none"> <li>- Discussing outcomes</li> <li>- Begin work on timelines moving forward</li> <li>- Preparation of events</li> </ul>  |
| <p>How can MONSU Improve?</p> <ul style="list-style-type: none"> <li>- Actively work to support incoming Education Officer in directing concerns</li> <li>- Prepare time for involvement in end of year events</li> <li>- Bring forward ideas for next year</li> </ul> |
| <p>Goal for next fortnight:</p> <ul style="list-style-type: none"> <li>- Support incoming Education Officer</li> <li>- Refocus on handover processes</li> </ul>  |

# MONSU

## Student Role

### Descriptions

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| Portfolio                             | Position  |
|---------------------------------------|-----------|
| 1. President                          | President |
| Responsible to: MONSU Student Council |           |

| Role Purpose   |
|--|
| To provide services to all Monash Caulfield Students and represent all Monash Caulfield students on the MONSU Student Council. Assist with and attend all MONSU student experience events throughout the year. Ensure MONSU Student Council applies best practice governance principles. Oversee the functions of MONSU. The President is subject to the direction of MONSU Student Council. The President is required to spend <b>at least 20 hours per week</b> performing the role. |

| Key Measurements  |
|---|
| 1. Act as the Spokesperson for MONSU Caulfield  |
| 2. Liaise with University department staff to ensure that student issues are represented  |
| 3. Campaign on behalf of students around university policy and procedure changes  |
| 4. Present a monthly report to council outlining key issues, campaigns, events attended   |
| 5. Facilitate capacity and community building by forming connections through networking, and attending meetings with relevant university faculties and key department personnel |
| 6. Research/develop new initiatives to enhance the student experience in conjunction with the General Manager   |
| 7. Actively lead and participate in robust debate and the decision-making process at MONSU Student Council and committee meetings ensuring student issues are addressed         |
| 8. Ensure the spending of the budget is accountable to the student body and accounting principles   |
| 9. Work closely with the MONSU General Manager and Leadership team  |
| 10. Attend and chair executive meetings fortnightly, and council meetings monthly   |
| 11. Ensure MONSU Student Council abide by the law, ACNC governing principles, accounting standards and the MONSU Constitution   |
| 12. Ensure all elected MONSU representatives attend compulsory governance training  |

| All Responsible Person Competencies |  |
|-------------------------------------|--|
| <i>Fostering Teamwork</i>           | The ability and desire to work cooperatively with others on a team   |
| <i>Communication</i>                | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner                   |
| <i>Self Confidence</i>              | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition |
| <i>Flexibility</i>                  | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.                                 |
| <i>Integrity</i>                    | Demonstrates honesty, responsibility, reliability and trustworthiness  |

|                  |  |
|------------------|--|
| <i>Integrity</i> | DEMONSTRATES HONESTY, RESPONSIBILITY, RELIABILITY AND TRUSTWORTHINESS                        |
| <i>Safety</i>    | Responsibility for safe work practices, understand and apply the OHS policies and procedures |

| Portfolio         | Position              |
|-------------------|-----------------------|
| 2. Vice President | Vice President        |
| Responsible to:   | MONSU Student Council |

| Role Purpose  |
|---|
| To act as the Secretary to MONSU Student Council and the MONSU Executive. Assist with and attend MONSU student experience events throughout the year. Ensure MONSU Student Council applies best practice governance principles. Support and resource the Student Representatives in their roles. The Vice President is required to spend <b>at least 20 hours per week</b> performing the role. |

| Key Measurements   |
|--|
| 1. Work closely with, and deputise for the President   |
| 2. Provide support to and assistance to Student Representatives by empowering and encouraging them in their roles  |
| 3. Campaign on behalf of students around university policy and procedure changes   |
| 4. Present a monthly report to council outlining key issues, campaigns, events attended  |
| 5. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties and key department personnel |
| 6. Research/develop new initiatives to enhance the student experience in conjunction with the President and General Manager  |
| 7. Actively lead and participate in robust debate and the decision-making process at MONSU Student Council and committee meetings ensuring student issues are addressed.       |
| 8. In conjunction with the General Manger take responsibility for MONSU Caulfield's documents and minutes  |
| 9. Ensure that Student Representatives actively promote MONSU to the student body to ensure that all students know they can approach Student representatives with any issues.  |
| 10. Attend and perform the secretarial role for Executive meetings fortnightly and council meetings monthly  |
| 11. Ensure MONSU Student Council abide by the law, ACNC governing principles, accounting standards and the MONSU Constitution.   |

| All Responsible Person Competencies |   |
|-------------------------------------|---|
| <i>Fostering Teamwork</i>           | The ability and desire to work cooperatively with others on a team  |
| <i>Communication</i>                | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner                    |
| <i>Self Confidence</i>              | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition. |
| <i>Flexibility</i>                  | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.                                  |
| <i>Integrity</i>                    | Demonstrates honesty, responsibility, reliability and trustworthiness   |
| <i>Safety</i>                       | Responsibility for safe work practices, understand and apply the OHS policies and procedures.   |

| Portfolio | Position |
|-----------|----------|
|-----------|----------|

|                                   |                       |
|-----------------------------------|-----------------------|
| <b>3. Events &amp; Activities</b> | <b>Activities</b>     |
| Responsible to:                   | MONSU Student Council |

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| <b>Role Purpose</b>  |
| To ensure Caulfield Campus students have a great student experience by initiating and implementing activities and events to meet the needs of Caulfield students. Assist with and attend MONSU student experience events throughout the year. Work closely with the relevant staff. The Activities Officer is required to spend <b>at least 12 hours per week</b> performing the role. |

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| <b>Key Measurements</b>  |
| 1. In conjunction with staff organise and implement MONSU events and activities  |
| 2. Encourage Caulfield Students to become involved in MONSU and attend MONSU events  |
| 3. Present a monthly report to council outlining key issues, campaigns, events attended  |
| 4. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties and key department personnel |
| 5. Research/develop new events and activities to enhance the student experience in conjunction with staff.   |
| 6. Respond to all communication within 24 hours  |
| 7. Actively lead and participate in robust debate and the decision-making process at MONSU Student Council and committee meetings ensuring student issues are addressed        |
| 8. Ensure that Student Representatives actively market MONSU to the student body to ensure that all students know they can approach Student representatives with any issues    |
| 9. Attend executive meetings fortnightly and council meetings monthly  |
| 10. Assist Student Rights with the EHD project   |

|  |   |
|--|---|
| <b>All Responsible Person Competencies</b> |   |
| <i>Fostering Teamwork</i>                  | The ability and desire to work cooperatively with others on a team.   |
| <i>Communication</i>                       | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.                   |
| <i>Self Confidence</i>                     | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition. |
| <i>Flexibility</i>                         | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.                                  |
| <i>Integrity</i>                           | Demonstrates honesty, responsibility, reliability and trustworthiness   |
| <i>Safety</i>                              | Responsibility for safe work practices, understand and apply the OHS policies and procedures.   |

|                     |                          |
|---------------------|--------------------------|
| <b>Portfolio</b>    | <b>Position</b>          |
| <b>4. Education</b> | <b>Education Officer</b> |
| Responsible to:     | MONSU Student Council    |

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| <b>Role Purpose</b>  |
| To provide services to Monash Caulfield Students and represent students on the MONSU Student Council. Proactively assist in improving the educational standards/policies at Monash and actively organise campaigns around academic issues that affect students. Assist staff with planning |

developing and applying best practice principles to all education portfolio activities. Assist with and attend all MONSU student experience events throughout the year.  
The Education Officer is required to spend **at least 12 hours per week** performing the role.

### Key Measurements

1. To raise awareness of academic issues amongst students and the broader community
2. Liaise with Faculty APC secretaries to ensure that a student representative is available to sit on each committee
3. Campaign on behalf of students around university policy and procedure changes
4. Present a monthly report to council outlining key issues, campaigns, events attended
5. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university departments i.e. Education Committee
6. Research/develop new initiatives to relating to academic issues
7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
8. Assist Student Rights staff with the Planning and implementation of the EHD for the exam periods.
9. Actively promote MONSU and the Education portfolio to the student body to ensure that all students know they can approach Student representatives with any academic issues
10. Respond to all communication within 24 hours
11. Attend executive meetings fortnightly and council meetings monthly
12. Assist Student Rights Staff with developing educative programs

### All Responsible Person Competencies

|                           |  |
|---------------------------|--|
| <i>Fostering Teamwork</i> | The ability and desire to work cooperatively with others on a team   |
| <i>Communication</i>      | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner                   |
| <i>Self Confidence</i>    | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition |
| <i>Flexibility</i>        | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges                                  |
| <i>Integrity</i>          | Demonstrates honesty, responsibility, reliability and trustworthiness  |
| <i>Safety</i>             | Responsibility for safe work practices, understand and apply OHS policies and procedures.  |

| Portfolio       | Position              |
|-----------------|-----------------------|
| 5. Welfare      | Welfare Officer       |
| Responsible to: | MONSU Student Council |

### Role Purpose

To provide services to Monash Caulfield Students and represent students on the MONSU student Council. Proactively assist in improving the welfare standards/policies at Monash and actively organise campaigns around welfare issues that affect students. Assist staff with planning developing and applying best practice principles to all welfare portfolio activities. Assist with and attend all MONSU student experience events throughout the year.  
The Welfare Officer is required to spend **at least 12 hours per week** performing the role.

### Key Measurements

1. Assist staff organise events/campaigns to meet the welfare needs of Caulfield students

|   |
|---|
| 1. Assist staff organise events/campaigns to meet the welfare needs of Caulfield students   |
| 2. Liaise with University wellbeing services to ensure that students can access appropriate programs/services   |
| 3. Campaign on behalf of students around wellness and mental health issues  |
| 4. Present a monthly report to council outlining key issues, campaigns, events attended   |
| 5. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university departments ie Counselling and Safer Communities Unit |
| 6. Research/develop new initiatives to enhance the student experience   |
| 7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings  |
| 8. Assist Student Rights staff with the planning and implementation of the EHD for the exam periods.  |
| 9. Actively promote MONSU and the Welfare portfolio to the student body to ensure that all students know they can approach Student representatives with any welfare issues                    |
| 10. Respond to all communication within 24 hours  |
| 11. Attend executive meetings fortnightly and council meetings monthly  |
| 12. Assist Student Rights with the Pantry and other Welfare programs  |

| All Responsible Person Competencies |  |
|-------------------------------------|--|
| <i>Fostering Teamwork</i>           | The ability and desire to work cooperatively with others on a team   |
| <i>Communication</i>                | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner                   |
| <i>Self Confidence</i>              | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition |
| <i>Flexibility</i>                  | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges                                  |
| <i>Integrity</i>                    | Demonstrates honesty, responsibility, reliability and trustworthiness  |
| <i>Safety</i>                       | Responsibility for safe work practices, understand and apply OHS policies and procedures.  |

| Portfolio  | Position      |
|--|---------------|
| 6. Queer   | Queer Officer |
| Responsible To: MONSU Student Council  |               |
| Role Purpose   |               |
| <p>To provide services to the Queer/LGBTIQ+ community at Monash Caulfield and represent the community on the MONSU Student Council. Coordinate the maintenance, development and administration of the MONSU Queer Lounge. Assist staff with planning, developing and applying best practice principles to all Queer/LGBTIQ+ activities. Support and assist with all MONSU student experience events throughout the year.</p> <p>The Queer Officer is required to spend <b>at least 6 hours per week</b> performing the role.</p> |               |
| Key Measurements   |               |
| 1. Work in conjunction with staff to organise major yearly events to meet the needs of Queer/LGBTIQ+ community i.e. IDAHOBIT, national coming out day, sex education workshops etc   |               |
| 2. Ensure all users of the Queer Lounge feel welcome and safe  |               |
| 3. Present a monthly report to council outlining key issues, campaigns, events attended  |               |



4. Campaign on behalf of the Queer/LGBTIQ+ community around mental health, equity, equality, and discrimination.
5. Assist Student Rights staff with the implementation of the EHD for the exam periods
6. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties, key department personnel and other stakeholders
7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
8. Ensure that the Queer/LGBTIQ+ community is represented at Queer collaborations
9. Ensure that the Queer/LGBTIQ+ community is aware that there are Queer Officers at MONSU to support them
10. Actively market the service to the student body to ensure that Queer/LGBTIQ+ community know they can approach student representatives with any issues
11. Respond to all communications within 24 hours

### All Responsible Person Competencies

|                           |   |
|---------------------------|---|
| <i>Fostering Teamwork</i> | The ability and desire to work cooperatively with others on a team.   |
| <i>Communication</i>      | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.                   |
| <i>Self Confidence</i>    | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition. |
| <i>Flexibility</i>        | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.                                  |
| <i>Integrity</i>          | Demonstrates honesty, responsibility, reliability and trustworthiness   |
| <i>Safety</i>             | Responsibility for safe work practices, understand and apply the OHS policies and procedures.   |

| Portfolio              | Position              |
|------------------------|-----------------------|
| 7. Clubs and Societies | Clubs Officer         |
| Responsible to:        | MONSU Student Council |

### Role Purpose

To provide services to MONSU clubs and represent them on the MONSU student Council. Assist the Clubs Coordinator with planning developing and applying best practice principles to all club portfolio activities. Assist with and attend all MONSU student experience events throughout the year.

The Clubs Officer is required to spend **at least 12 hours per week** performing the role.

### Key Measurements

1. Assist staff organise events to meet the clubs needs of Caulfield students
2. Liaise regularly with all club Presidents and provide secretarial support to the Clubs Advisory Forum.
3. Campaign on behalf of clubs about any issues that may affect club members
4. Present a monthly report to council outlining key issues, campaigns and events attended
5. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties and key department personnel
6. Research/develop new initiatives to assist clubs to provide a great student experience.

|   |
|---|
| 7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings  |
| 8. Liaise regularly with the Club Development Coordinator and assist with club AGM/CAV requirements   |
| 9. Actively promote the clubs portfolio to the student body to ensure that all students know they can approach Student Representatives with any club issues/ideas |
| 10. Ensure the clubs resource room is tidy and used appropriately   |
| 11. Respond to all communication within 24 hours  |

### All Responsible Person Competencies

|                           |  |
|---------------------------|--|
| <i>Fostering Teamwork</i> | The ability and desire to work cooperatively with others on a team   |
| <i>Communication</i>      | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner                   |
| <i>Self Confidence</i>    | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition |
| <i>Flexibility</i>        | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges                                  |
| <i>Integrity</i>          | Demonstrates honesty, responsibility, reliability and trustworthiness  |
| <i>Safety</i>             | Responsibility for safe work practices, understand and apply the OHS policies and procedures   |

| Portfolio       | Position              |
|-----------------|-----------------------|
| 8. OSS          | OSS Officer           |
| Responsible to: | MONSU Student Council |

### Role Purpose

To provide services to Monash Caulfield International Students and represent students on the MONSU student Council. Proactively assist in improving the educational standards/policies at Monash and actively organise campaigns around issues that affect International students. Assist staff with planning developing and applying best practice principles to all OSS portfolio activities. Assist with and attend all MONSU student experience events throughout the year. The OSS Officer is required to spend **at least 12 hours per week** performing the role.

### Key Measurements

|   |
|---|
| 1. Liaise with University department staff to ensure that International students' issues are represented  |
| 2. Assist staff organise events to meet the needs of Caulfield Campus International students  |
| 3. Actively market in conjunction with staff, the OSS portfolio to the student body to ensure that all students know they can approach Student representatives with any academic issues |
| 4. Assist Student Rights Staff with the implementation of the EHD for the exam periods  |
| 5. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings  |
| 6. Research/develop new initiatives to enhance the international student experience.  |
| 7. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties and department key personnel.         |
| 8. Present a monthly report to council outlining key issues, campaigns, events attended   |
| 9. Campaign on behalf of International students on university policy and procedure changes  |
| 10. Respond to all communication within 24 hours  |

## All Responsible Person Competencies

|                           |   |
|---------------------------|---|
| <i>Fostering Teamwork</i> | The ability and desire to work cooperatively with others on a team.   |
| <i>Communication</i>      | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive and respectful manner.                   |
| <i>Self Confidence</i>    | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition. |
| <i>Flexibility</i>        | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.                                  |
| <i>Integrity</i>          | Demonstrates honesty, responsibility, reliability and trustworthiness.  |
| <i>Safety</i>             | Responsibility for safe work practices, understand and apply the OHS policies and procedures.   |

| Portfolio       | Position              |
|-----------------|-----------------------|
| 9. Women's      | Women's Officer       |
| Responsible to: | MONSU Student Council |

## Role Purpose

To provide services to women at Monash Caulfield and represent them on the MONSU student Council. Assist staff with planning developing and applying best practice principles to all women specific programs. Support and assist with all MONSU student experience events throughout the year.  
The Women's Officer is required to spend **at least 6 hours per week** performing the role.

## Key Measurements

1. Work in conjunction with staff organise major yearly events to meet the needs women on campus
2. Ensure all women feel welcome and safe at MONSU
3. Present a monthly report to council outlining key issues, campaigns, events attended
4. Campaign on behalf of the women around mental health, equity, equality, and discrimination.
5. Assist Student Rights + Support staff with the implementation of the EHD for the exam periods
6. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties, key department personnel and other stakeholders
7. Actively participate in robust debate and the decision making process at MONSU Student Council and committee meetings
8. Ensure that Monash Students are aware of issues around gender equity and develop awareness programs
9. Ensure that all female students are aware that MONSU has a Women's Officer to represent them
10. Actively market the service to the student body to ensure that women know they can approach student representatives with any issues
11. Respond to all communication within 24 hours

## All Responsible Person Competencies

|                           |  |
|---------------------------|--|
| <i>Fostering Teamwork</i> | The ability and desire to work cooperatively with others on a team   |
| <i>Communication</i>      | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive manner                                  |
| <i>Self Confidence</i>    | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition |
| <i>Flexibility</i>        | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges                                  |
| <i>Integrity</i>          | Demonstrates honesty, responsibility, reliability and trustworthiness  |
| <i>Safety</i>             | Responsibility for safe work practices, understand and apply the OHS policies and procedures   |

| Portfolio       | Position                  |
|-----------------|---------------------------|
| 1. First Year   | First Year Representative |
| Responsible to: | MONSU Student Council     |

## Role Purpose

To provide services to first year students, both domestic and international at Monash Caulfield and represent them on the MONSU student Council. Assist staff with planning developing and applying best practice principles to all first year specific programs. Support and assist with all MONSU student experience events throughout the year. Assist all portfolios.  
The First Year Representative is required to spend **at least 6 hours per week** performing the role.

## Key Measurements

1. Work in conjunction with staff organise major yearly events to meet the needs of all first year students on campus
2. Ensure all first year students feel welcome and safe at MONSU
3. Present a monthly report to council outlining key issues, campaigns, events attended
4. Campaign on behalf of first year students around feeling safe, making friends and navigating University life
5. Assist Student Rights Staff with the implementation of the EHD for the exam periods
6. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant university faculties, key department personnel and other stakeholders
7. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings
8. Ensure that Monash Students are aware of issues around being a first year student
9. Actively market the service to the student body to ensure that first year students know they can approach student representatives with any issues
10. Respond to all communication within 24 hours

## All Responsible Person Competencies

|                           |  |
|---------------------------|--|
| <i>Fostering Teamwork</i> | The ability and desire to work cooperatively with others on a team   |
| <i>Communication</i>      | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive manner                                  |
| <i>Self Confidence</i>    | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition |
| <i>Flexibility</i>        | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges                                  |
| <i>Integrity</i>          | Demonstrates honesty, responsibility, reliability and trustworthiness  |

| Portfolio       | Position               |
|-----------------|------------------------|
| 2. General      | General Representative |
| Responsible to: | MONSU Student Council  |

| Role Purpose  |
|---|
| <p>To provide support to and assist MONSU portfolios and actively represent MONSU Caulfield to the wider student population. Represent Caulfield Campus students on the MONSU Student Council by participating in event management, policy development, fiscal management and any other areas related to governance.</p> <p>The General Representative is required to spend <b>at least 6 hours per week</b> performing the role.</p> |

| Key Measurements  |
|---|
| 1. Ensure that all students on Caulfield Campus are aware of what MONSU provides for students                             |
| 2. Assist with the development and implementation of services provided by MONSU   |
| 3. Campaign on behalf of the students around issues that commonly affect students   |
| 4. Present a monthly report to council outlining key issues, campaigns, events attended                                   |
| 5. Build connections with key staff of university faculties and departments by networking and attending meetings.         |
| 6. Research/develop new initiatives to enhance the student experience.  |
| 7. Assist Student Rights Staff with the implementation of the EHD for the exam periods                                    |
| 8. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings. |
| 9. Attend and assist with MONSU Caulfield weekly events and off campus events.  |
| 10. Respond to all communication within 24 hours  |

| All Responsible Person Competencies |   |
|-------------------------------------|---|
| <i>Fostering Teamwork</i>           | The ability and desire to work cooperatively with others on a team.   |
| <i>Communication</i>                | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive manner.                                  |
| <i>Self Confidence</i>              | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition. |
| <i>Flexibility</i>                  | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.                                  |

|                  |   |
|------------------|---|
| <i>Integrity</i> | Demonstrates honesty, responsibility, reliability and trustworthiness.                        |
| <i>Safety</i>    | Responsibility for safe work practices, understand and apply the OHS policies and procedures. |

| Portfolio                     | Position              |
|-------------------------------|-----------------------|
| 3. Marketing (Communications) | Marketing Officer     |
| Responsible to:               | MONSU Student Council |

| Role Purpose  |
|---|
| To work closely with staff to ensure that marketing of services and programs are posted in a timely manner. Assist staff with planning developing and applying best practice principles to all marketing and communications. Support and assist with all MONSU student experience events throughout the year. Assist representatives with marketing planning including posting schedules. The Marketing Officer is required to spend <b>at least 12 hours per week</b> performing the role. |

| Key Measurements   |
|--|
| 1. Assist all portfolios with event and activity communications and promotions   |
| 2. Liaise with staff to provide a link between reps and staff and to ensure physical material such as posters and writing are around the campus in a timely manner           |
| 3. In conjunction with staff, monitor social media and communication platforms, write and edit event and activity descriptions for each portfolio and post on platforms      |
| 4. Facilitate capacity and community building by forming connections through networking and attending meetings with relevant University departments and other student unions |
| 5. Actively participate in robust debate and the decision-making process at MONSU Student Council and committee meetings   |
| 6. Present a monthly report to council outlining key issues campaigns and events attended  |
| 7. Respond to all communications within 24 hours   |
| 8. Actively organise MONSU Media campaigns   |
| 9. Create communication templates to assist staff and representatives to meet deadlines  |

| All Responsible Person Competencies |   |
|-------------------------------------|---|
| <i>Fostering Teamwork</i>           | The ability and desire to work cooperatively with others on a team.   |
| <i>Communication</i>                | The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive manner.                                  |
| <i>Self Confidence</i>              | Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition. |
| <i>Flexibility</i>                  | Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.                                  |
| <i>Integrity</i>                    | Demonstrates honesty, responsibility, reliability and trustworthiness.  |
| <i>Safety</i>                       | Responsibility for safe work practices, understand and apply the OHS policies and procedures.   |

