

14. Office-Bearers

- 14.1 The following office-bearers shall be elected by and from the members of the MPAEC, subject to sub clause 30.4 of this Constitution:
- 14.1.1 the President;
 - 14.1.2 the Vice President;
 - 14.1.3 the Education Officer (research);
 - 14.1.4 the Education Officer (coursework);
 - 14.1.5 the Women's Officer;
 - 14.1.6 the Queer Officer;
 - 14.1.7 the International Students' Officer;
 - 14.1.8 the Indigenous Students' Officer; and
 - 14.1.9 the Access and Equity Officer.
- 14.2 The Women's Officer shall be elected by the MPAEC from the women members of the MPAEC.
- 14.3 The Queer Officer shall be elected by the MPAEC from the LGBTIQ members of the MPAEC.
- 14.4 The International Students' Officer shall be elected by the MPAEC from the international student members of the MPAEC.
- 14.5 The Indigenous Students' Officer shall be elected by the MPAEC from the Indigenous student members of the MPAEC.
- 14.6 The MPAEC may by regulation establish other office-bearer positions to be directly or otherwise elected by students.
- 14.7 All office bearers will submit written reports of their portfolio activity in time for inclusion in the agenda for each MPAEC meeting and an annual report for the Annual General Meeting.
- 14.8 The President:
- 14.8.1 is subject to the direction of the MPAEC;
 - 14.8.2 is the official representative and chief spokesperson of the MPA in all dealings with the University, and shall report to the MPAEC on any such dealings.
- 14.9 The President is responsible for:
- 14.9.1 initiating and maintaining liaison with the University and its representatives;
 - 14.9.2 advocating for the collective interests of Monash postgraduate students;
 - 14.9.3 chairing all meetings of the MPA and the MPAEC;
 - 14.9.4 implementing the decisions of the MPAEC in consultation with the staff of MPA;
 - 14.9.5 hearing grievances, complaints or suggestions to do with any aspect of the workings of MPA from any

- postgraduate student or any member of the MPAEC, and to ensure that appropriate action is taken;
- 14.9.6 presenting and negotiating the MPA budget submission;
- 14.9.7 ensuring all activities are carried out in accordance with the Act by the Secretary;
- 14.9.8 other responsibilities as may be determined by the MPAEC from time to time.

14.10 The Vice President:

is subject to the direction of the MPAEC.

14.11 The Vice President is responsible for:

- 14.11.1 ensuring that all financial transactions comply with the MPA Constitution and MPA policies as exist from time to time including financial regulations;
- 14.11.2 assisting the President in representing the views of the MPA in various forums;
- 14.11.3 initiating and maintaining liaison with the Council of Australian Postgraduate Associations (“CAPA”);
- 14.11.4 overseeing the discipline, expulsion or suspension of members from the MPAEC in accordance with section 43 of this constitution;
- 14.11.5 deputising for the President when necessary;
- 14.11.6 other responsibilities as may be determined by the MPAEC from time to time.

14.12 In the event that the Vice President is unable or unwilling to so act then the MPAEC must appoint another MPAEC member as Interim Vice President with all the powers of the Vice President for a period of no more than 30 days.

14.13 The Education Officer (research):

is subject to the direction of the MPAEC.

14.14 The Education Officer (research) is responsible for:

- 14.14.1 liaising with appropriate bodies in relation to issues pertaining to research postgraduates of Monash University;
- 14.14.2 ensuring that the concerns of research postgraduates are brought to the attention of the MPAEC;
- 14.14.3 liaising with MPA staff responsible for postgraduate representatives on research-related university boards and committees;

- 14.14.4 writing MPA responses to changes to important research-related policies, procedures and regulations of the university;
 - 14.14.5 other responsibilities as may be determined by the MPAEC from time to time.
- 14.15 The Education Officer (coursework):
is subject to the direction of the MPAEC.
- 14.16 The Education Officer (coursework) is responsible for:
- 14.16.1 liaising with appropriate bodies in relation to issues pertaining to coursework postgraduates of Monash University;
 - 14.16.2 ensuring that the concerns of coursework postgraduates are brought to the attention of the MPAEC;
 - 14.16.3 liaising with MPA staff responsible for postgraduate representatives on coursework-related university boards and committees;
 - 14.16.4 writing MPA responses to changes to important coursework-related policies, procedures and regulations of the university;
 - 14.16.5 other responsibilities as may be determined by the MPAEC from time to time.
- 14.17 The Women’s Officer:
is subject to the direction of the MPAEC.
- 14.18 The Women’s Officer is responsible for:
- 14.18.1 liaising with appropriate bodies in relation to issues pertaining to women postgraduates of Monash University;
 - 14.18.2 ensuring that the concerns of women postgraduates are brought to the attention of the MPAEC;
 - 14.18.3 other responsibilities as may be determined by the MPAEC from time to time.
- 14.19 The Queer Officer:
is subject to the direction of the MPAEC.
- 14.20 The Queer Officer is responsible for:
- 14.20.1 liaising with the appropriate bodies in relation to issues pertaining to LGBTIQ postgraduates of Monash University;

- 14.20.2 ensuring that the concerns of LGBTIQ postgraduates are brought to the attention of the MPAEC;
 - 14.20.3 other responsibilities as may be determined by the MPAEC from time to time.
- 14.21 The International Students' Officer:
is subject to the direction of the MPAEC.
- 14.22 The International Students' Officer is responsible for:
- 14.22.1 liaising with the appropriate bodies in relation to issues pertaining to international postgraduates of Monash University;
 - 14.22.2 ensuring that the concerns of international postgraduates are brought to the attention of the MPAEC;
 - 14.22.3 other responsibilities as may be determined by the MPAEC from time to time.
- 14.23 The Indigenous Students' Officer:
is subject to the direction of the MPAEC.
- 14.24 The Indigenous Students' Officer is responsible for:
- 14.24.1 liaising with the appropriate Indigenous bodies in order to maximize the participation of Indigenous students in higher education;
 - 14.24.2 ensuring that the concerns of Indigenous postgraduates are brought to the attention of the MPAEC;
 - 14.24.3 liaising, in conjunction with the President, with any person or department of the university where it would be either appropriate or mandatory to have an Indigenous person present;
 - 14.24.4 other responsibilities as may be determined by the MPAEC from time to time.
- 14.25 The Access and Equity Officer:
is subject to the direction of the MPAEC.
- 14.26 The Access and Equity Officer is responsible for:
- 14.26.1 ensuring that the concerns of disadvantaged groups, including but not limited to, disabled, rural/isolated, socio-economically disadvantaged, distance education and postgraduates from non-English speaking

- backgrounds are brought to the attention of the MPAEC;
- 14.26.2 liaising with the said groups of postgraduates in relation to issues pertaining to them;
- 14.26.3 other responsibilities as may be determined by the MPAEC from time to time.

15. Campus representatives

- 15.1 Campus-tagged representatives are those postgraduates enrolled at Australian campuses of the university elected by the postgraduate students enrolled at those specific campuses.
- 15.2 Campus Representatives:
 - 15.2.1 are subject to the direction of the MPAEC;
 - 15.2.2 are the official representatives of the MPA in dealings with their respective campuses and shall report to the MPAEC on any such dealings.
- 15.3 The Campus Representatives are responsible for:
 - 15.3.1 liaising with office-bearers regarding campus-based issues;
 - 15.3.2 initiating campus-based activities and events for the purpose of improving the postgraduate experience at Monash University;
 - 15.3.3 developing and maintaining communication with the campus-based postgraduates; and
 - 15.3.4 other responsibilities as may be determined by the MPAEC from time to time.
- 15.4 Campus-tagged representatives are not deemed to be MPAEC office-bearers under this constitution.

16 Secretary

- 16.1 The Executive Officer shall be the Secretary of MPA for the purposes of Part 6 the Act.
- 16.2 Under section 73 of the Act, if the office of Secretary becomes vacant the position must be filled within 14 days of it becoming vacant.
- 16.3 Under section 74 of the Act notice of appointment of Secretary must be given to the Registrar of Incorporated Associations within 14 days of date of appointment.
- 16.4 The effect of section 75 of the Act is that the person last notified to the Registrar of Incorporated Associations remains the Secretary until a new person is appointed and this appointment is made known to the Registrar.
- 16.5 Once all current positions of MPAEC are designated, the Secretary must as soon as practicable, enter details on the MPA member register.