Responsibilities of MPA postgraduate representatives on university boards and committees.

This document sets out the responsibilities of postgraduates who have been nominated by the Monash Postgraduate Association (MPA) as representatives on University Boards and Committees. The responsibilities have been set down to assist postgraduates in their role as MPA representatives.

Representation: You are on the committee to represent postgraduates, and not any other group with which you may also be involved. You are expected to declare any conflict of interest to the MPA President or Executive Officer.

Attendance: You are expected to attend all meetings of the committee to which you were appointed during the year. However, in the event that you are unable to attend a particular meeting, please forward your apologies to the secretary or administrative contact responsible for the committee prior to the meeting. Please also advise the MPA.

Reporting: All postgraduate representatives are responsible for reporting to the MPA Executive Committee. It is not necessary to report on the entire meeting. The MPA is interested in a brief summary of all topics affecting postgraduates, especially proposed changes or contentious issues. Reports should be emailed to christiane.momberg@adm.monash.edu.au as soon as possible after the meeting. Reports will be placed on the MPA website. 
As an MPA representative, you have a standing invitation to attend MPA Executive Committee meetings to report in person or to raise a topic for discussion. For meeting dates check with the MPA office.

Decision Making: You are required to make decisions for the general good of the postgraduate community and in line with any existing policy of MPA or the national postgraduate body, the Council of Australian Postgraduate Associations (CAPA). The MPA Executive Committee may direct you to vote in a particular way. If you are unsure contact the MPA President or Executive Officer.
Both staff and the MPA Executive Committee members are available to provide information and support to postgraduate committee representatives. Please feel free to contact the MPA office if you need some background information on a particular issue, or if you would like to talk to someone about an issue to be raised or which was raised during your committee’s meeting. Time permitting you may place the matter on the agenda of the MPA Executive Committee meeting for comment, discussion or direction. However, in reality, you will often be required to make ‘on the spot’ decisions during a meeting. In this situation, you are expected to vote as you see fit.

The Postgraduate Perspective: Don’t forget that you have as much right as any other committee member to express your opinion on any matter raised at meetings. Most committees are pleased to have postgraduates involved and will welcome any contribution you may wish to make.