

## Responsibilities of MPA postgraduate representatives on university 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 invited to notify the MPA about postgraduate-specific changes or contentious issues raised during committee meetings.

Regular contact should be made with the MPA office for the benefit of the MPAEC and wider postgraduate community. It is not necessary to report on entire meetings. The MPA is interested in a brief summary of all topics affecting postgraduates. Relevant information should be emailed to [mpa-reps@monash.edu](mailto:mpa-reps@monash.edu) as soon as possible after the meeting. Information on postgraduate matters will be forwarded to the MPAEC.

All postgraduate representatives are requested to attend the MPA Council meetings, which are held twice a year with the aim of bringing together all the MPA representatives on university committees with the MPAEC to discuss common issues across committees.

As an MPA representative, you have a standing invitation to attend MPA Executive Committee monthly 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 the MPA.

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.