



# MUPA BY ELECTION 2024

Appendix 3: Duties and Responsibilities



# CAMPUS-LEVEL COMMITTEE MEETINGS

The MUPA Executive Committee represents MUPA in these campus-level meetings:

Campus Education  
Committee (CEC)

Campus Research  
Committee (CRC)

Campus Graduate  
Research  
Committee (CGRC)

Student Services  
Committee

Campus Intellectual  
Property Committee

Information  
Technology  
Services (ITS)  
Committee

Occupational  
Health and Safety  
Committee (OHSC)

Marketing and  
Future Students  
(MAFS) Operations  
Committee

Gender Diversity  
Advisory Group  
(GDAP)

Academic Advisory  
Board (AAB)

Food Services  
Operations  
Committee

Multidisciplinary  
Platform Committee

Monash Sports  
Committee (MSC)

# PRESIDENT

[mupa.president@monash.edu](mailto:mupa.president@monash.edu)



- Subject to the direction of MUPA
- Official spokesperson of MUPA
- Responsible to MUPA for the day to day management of the MUPA EC
- Responsible for initiating and maintaining liaison with the University and its representatives
- Advocate for the collective interests of postgraduate students
- Hear grievances, complaints or suggestions to do with any aspect of the workings of MUPA from any postgraduate student or any member of the MUPA EC, and to ensure that appropriate action is taken
- Chair and carry out normal MUPA meetings
- Implement the decisions of MUPA EC and keep track of progress on all MUPA matters
- Audit the accounts every four months
- Maintain MUPA's official email address
- Act as MUPA's most senior representative.

# VICE PRESIDENT

[mupa.vicepres@monash.edu](mailto:mupa.vicepres@monash.edu)



- Subject to the direction of MUPA
- Assist the President in all his/her duties
- Assist the President in representing the views of MUPA in various forums
- Help facilitate communication between members and the MUPA EC
- Chair and carry out normal MUPA meetings if the President is unable to do so
- Act as MUPA's most senior representative when the President is unable to or chooses not to do so
- Has other responsibilities as may be determined by the MUPA EC from time to time
- Directly responsible to the President and the members in general.

# SECRETARY

[mupa.secretary@monash.edu](mailto:mupa.secretary@monash.edu)



- Subject to the direction of MUPA
- Register all postgraduate students who are fully qualified to be members as per Clause 8
- Record attendance & progress of every member
- Record & keep the minutes of every meeting
- Write all the letters of MUPA
- Give notice and prepare agenda for all meetings & annual general meetings
- Responsibilities specified under the Constitution
- Other responsibilities as may be determined by the MUPA EC from time to time
- Directly responsible to the President & the members in general

# TREASURER

[mupa.treasurer@monash.edu](mailto:mupa.treasurer@monash.edu)



- Subject to the direction of MUPA
- Keep a detailed record of the day to day financial transactions
- Keep a detailed financial record of all MUPA projects
- Submit a financial report of MUPA for auditing every two months
- Prepare the budget report for MUPA every year
- Other responsibilities specified under the Constitution
- Other responsibilities as may be determined by the MUPA EC from time to time
- Directly responsible to the President & the members in general

# ACTIVITIES MANAGER



[mupa.activities@monash.edu](mailto:mupa.activities@monash.edu)

- Organize social events for the postgraduate students
- Liaise with the relevant office bearers in order to expand, develop & co-ordinate a range of social activities for postgraduate students
- Make recommendations to the MUPA EC on ways to improve the activities to cater to all postgraduate students
- Other responsibilities as may be determined by the MUPA EC from time to time
- Directly responsible to the President & the members in general

# WELFARE EXECUTIVE



[mupa.welfare@monash.edu](mailto:mupa.welfare@monash.edu)

- Engage in policy formulation, liaison, initiatives & action on any matter concerning the social & economic welfare of Postgraduate students
- Organize activities to promote the mental & physical well-being of Postgraduate students' welfare
- Promote the spread of knowledge of welfare issues amongst Postgraduate students
- Other responsibilities as may be determined by the MUPA EC from time to time
- Directly responsible to the President & the members in general
- Handle cases of physical, mental and sexual abuse by Postgraduate students



# PUBLICITY & MEDIA EXECUTIVE



[mupa.publicity@monash.edu](mailto:mupa.publicity@monash.edu)

- Manage the official MUPA website & MUPA accounts on social media platforms
- Promote all activities & events sponsored, provided, or endorsed by or through the MUPA EC
- Manage the marketing & publicity announcements
- Officially promote MUPA elections, Extraordinary General Meeting (EGM), & referenda in accordance with the regulations
- Produce promotional material in co-operation with the office bearers
- Edit, produce & manage articles for any official publications by MUPA
- Has other responsibilities as may be determined by the MUPA EC from time to time
- Directly responsible to the President & the members in general

# SCHOOL STUDENT REPRESENTATIVE



- Liaise with the Vice President regarding school-based issues
- Represent the views of MUPA in any school-specific forums & discussions
- Consider issues relating to the quality of education & research, student welfare & rights of postgraduate students from the respective schools
- Initiate school-based activities & events for the purpose of improving the postgraduate experience at the University
- Develop & maintain communication with the postgraduate students of the respective schools
- Other responsibilities as may be determined by the MUPA EC from time to time
- Directly responsible to the President & the members in general

Arts & Social Sciences | [mupa.sass](mailto:mupa.sass.rep@monash.edu)

[rep@monash.edu](mailto:mupa.sass.rep@monash.edu)

Business | [mupa.biz-rep@monash.edu](mailto:mupa.biz-rep@monash.edu)

Engineering | [mupa.eng-rep@monash.edu](mailto:mupa.eng-rep@monash.edu)

Information Technology | [mupa.it-](mailto:mupa.it-rep@monash.edu)

[rep@monash.edu](mailto:mupa.it-rep@monash.edu)

Medicine & Health Sciences | [mupa.med-](mailto:mupa.med-rep@monash.edu)

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Pharmacy | [mupa.pharmacy-](mailto:mupa.pharmacy-rep@monash.edu)

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Science | [mupa.sci-rep@monash.edu](mailto:mupa.sci-rep@monash.edu)

# INTERNATIONAL STUDENT REPRESENTATIVE



[mupa.international-rep@monash.edu](mailto:mupa.international-rep@monash.edu)

- Liaise with the Vice President regarding school-based issues concerning international students
- Represent the views of MUPA in any school-specific forums and discussions
- Consider issues relating to the quality of education and research, international student welfare and rights of international postgraduate students from the respective schools
- Initiate school-based activities and events for the purpose of improving the international postgraduate students' experience at the University
- Develop and maintain communication with the international postgraduate students of the respective schools
- Responsibilities as may be determined by the MUPA EC from time to time
- Directly responsible to the President & the members in general

# COURSEWORK STUDENT REPRESENTATIVE



[mupa.coursework-rep@monash.edu](mailto:mupa.coursework-rep@monash.edu)

- Establish and maintain contact with MSc. Coursework students in the capacity of an interschool liaison
- Effectively communicate the views of MUPA to the coursework cohort regarding campus level forums
- Consider issues relating to the quality of education, student welfare and rights of Postgraduate students from the respective schools
- Emphasize key University policy changes that affect coursework students
- Participate as a representative of MUPA in specific campus level meetings as delegated by the MUPA president
- Initiate inter-school activities and events for the purpose of improving the Postgraduate experience at the University
- Subject to other responsibilities as may be determined by the MUPA EC from time to time
- Directly answerable to the President & the members in general