GUPSA Board Officer Position Descriptions

This document outlines the roles and responsibilities of each Officer position on the Griffith University Postgraduate Students Association (GUPSA) Board. Each Officer plays a vital role in representing the diverse needs and interests of the postgraduate student community, contributing to the Board's work, and ensuring students' voices are heard in decisions that affect their university experience.

The following pages provide an overview of each Officer position, including their key responsibilities and areas of focus.

Minimum requirements to stand as a candidate for the GUPSA Board:

- ❑ Currently enrolled postgraduate student from a Brisbane, Logan, Digital or Remote Griffith University Campus
- ❑ Can commit to complete a full board term (typically 12 months)
- ❑ Willing to out any other duties set out or allowed by the Constitution, by-Laws, or the Board.

Table of Contents

Carer's Officer 1
Communications Officer 2
Coursework Officer 2
Disability Officer 2
Indigenous Students Officer 2
International Students Officer 3
LGBTQI+ Officer 3
Online Officer 3
Research Officer 3
Sustainability Officer 3
Women's Officer 4

Carer's Officer

- ❑ Postgraduate student with caring responsibilities
- ❑ Is the connection between postgraduate students with caring responsibilities and GUPSA
- ❑ Represents and advocates for the interests of postgraduate students with caring responsibilities
- ❑ Prepares and shares information with students with caring responsibilities on relevant issues.
- ❑ Advises and champions students with caring responsibilities concerns raised with the board.
- ❑ Broaden awareness of GUPSA within the students with caring responsibilities community.

Communications Officer

- ❑ Has an interest in communications.
- ❑ Is a connection between postgraduate students and GUPSA.
- ❑ Follow current issues affecting postgraduate students at a local, national or international level, and share with the board.

Coursework Officer

- ❑ Postgraduate coursework student
- ❑ Is the connection between coursework postgraduate students and GUPSA
- ❑ Represents and advocates for the interests of postgraduate coursework students
- ❑ Prepares and shares information with postgraduate coursework students on relevant issues
- ❑ Advises and champions Coursework student concerns raised with the board.

Disability Officer

- ❑ Postgraduate student with a disability
- ❑ Is the connection between disability postgraduate students and GUPSA
- ❑ Represents and advocates for the interests of disability postgraduate students
- ❑ Prepares and shares information with disability students on relevant issues.
- ❑ Advises and champions disability student concerns raised with the board.
- ❑ Broaden awareness of GUPSA within the disability student community.
- ❑ Engages with relevant University bodies and keeps the Board informed.

Indigenous Students Officer

- ❑ First Nations postgraduate student
- ❑ Is the connection between First Nations postgraduate students and GUPSA
- ❑ Represents and advocates for the interests of First Nations postgraduate students

- ❑ Prepares and shares information with First Nations students on relevant issues.
- ❑ Advises and champions First Nations student concerns raised with the board.
- ❑ Broaden awareness of GUPSA within the First Nations student community.
- ❑ Engages with relevant University bodies and keeps the Board informed.

International Students Officer

- ❑ International postgraduate student
- ❑ Is the connection between international postgraduate students and GUPSA
- ❑ Represents and advocates for the interests of international postgraduate students
- ❑ Prepares and shares information with international students on relevant issues.
- ❑ Advises and champions international student concerns raised with the board.
- ❑ Broaden awareness of GUPSA within the international student community.

LGBTQI+ Officer

- ❑ LGBTQIA+ postgraduate student
- ❑ Is the connection between LGBTQIA+ postgraduate students and GUPSA
- ❑ Represents and advocates for the interests of LGBTQIA+ postgraduate students
- ❑ Prepares and shares information with LGBTQIA+ students on relevant issues.
- ❑ Advises and champions LGBTQIA+ student concerns raised with the board.
- ❑ Broaden awareness of GUPSA within the LGBTQIA+ student community.
- ❑ Engages with relevant University bodies and keeps the Board informed.

Online Officer

- ❑ Digital campus postgraduate student
- ❑ Is the connection between online postgraduate students and GUPSA
- ❑ Represents and advocates for the interests of digital postgraduate students
- ❑ Prepares and shares information with digital students on relevant issues.
- ❑ Advises and champions digital student concerns raised with the board.

Research Officer

- ❑ Postgraduate research student
- ❑ Is the connection between research postgraduate students and GUPSA
- ❑ Represents and advocates for the interests of Griffith research higher degree (HDR) students
- ❑ Liaises with HDR Candidate representatives on the Board of Graduate Research, Academic Committee, and similar bodies.
- ❑ Prepares and shares information with HDR students on relevant issues.
- ❑ Advises and champions HDR student concerns raised with the board.

Sustainability Officer

- ❑ Has an interest in sustainability
- ❑ Is the connection between postgraduate students and GUPSA on issues of sustainability.
- ❑ Represents and advocates for the interests of postgraduate students on issues of sustainability.
- ❑ Prepares and shares information with students on issues of sustainability.
- ❑ Advises and champions student concerns raised on issues of sustainability with the board.
- ❑ Broaden awareness of GUPSA within Griffith University sustainability spaces.
- ❑ Engages with relevant University bodies and keeps the Board informed.

Women's Officer

- ❑ Woman-identifying postgraduate student
- ❑ Is the connection between women-identifying postgraduate students and GUPSA
- ❑ Represents and advocates for the interests of women-identifying postgraduate students
- ❑ Prepares and shares information with women-identifying students on relevant issues.
- ❑ Advises and champions women-identifying student concerns raised with the board.
- ❑ Broaden awareness of GUPSA within the women-identifying student community.