



Rules of UWA Student Guild Postgraduate Students' Association

Approved by Guild Council on 28 September 2026

These Rules are made by the Guild Council, as the governing authority of the Guild, under regulation 44 of the Student General Regulations.

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Chapter 1 – Preliminary

1 Name

- (1) The formal name of the Department shall be the Postgraduate Students' Association.
- (2) The Department may also choose to go by the acronym, PSA.

2 Objects

- (1) The objects and reasons for establishment of the PSA are to:
 - (a) provide an independent voice for postgraduate Students including higher degree by research and higher degree by coursework Students at the University and at an Australian national level (including by joining relevant representative bodies and associations);
 - (b) represent and promote the interests of postgraduate Students including higher degree by research and higher degree by coursework Students to the University;
 - (c) promote interdepartmental academic and social contact between Department Members in order to create a postgraduate community;
 - (d) disseminate information of interest to Department Members;
 - (e) obtain amenities and services for Department Members;
 - (f) facilitate professional development of Department Members of the PSA;
 - (g) facilitate in the advancement of knowledge through postgraduate learning, teaching and research at the University; and
 - (h) fulfil its obligations as a department of the Guild as set out in the Regulations.

3 Authorisation

These Rules are made by the Guild Council under the Regulations.

4 Commencement

These Rules take effect on 28 September 2026.

5 Definitions and Interpretations

- (1) In these Rules, unless the contrary intention appears:

Associate Member means a member of the PSA as prescribed in rule 8(1);

CAPA means the Council of Australian Postgraduate Association, or other such national representative body of postgraduate students as may exist from time to time;

Committee means the committee of the PSA;

Committee Members means the members of the Committee as set out in Schedule 1;

Department or **PSA** or **Association** means the Postgraduate Students' Association;

Department Member (or Member) means a member of the PSA as prescribed in rule 7(1);

Election Regulations means the current University Student Guild Election Regulations;

Election Rules means the current PSA Election Rules;

General Guild Elections means the means the annual election for the positions listed in Schedule 1 of the Election Regulations;

General Meeting means a general meeting of the Department Members of the PSA and includes an Annual General Meeting and a Special General Meeting;

Governance Committee means the Governance Committee of the Guild Council;

Guild or Student Guild means the Student Guild, as established by *the University Act*;

Guild Council means the governing body of the Guild constituted under the University Statute;

Guild Councillor means the Guild Officers that are members of Guild Council as specified in the Regulations;

Guild Member means a member of the Guild which includes Ordinary Members, Associate Members, and Honorary Life Members;

Guild Officer means any elected or appointed officer of Guild Council, a Subsidiary Council, a Guild Department, Guild Committee, Student Society or any other committee or division of the Guild;

Guild Regulations means the Student General Regulations and the Election Regulations; **Guild Year** has the meaning given in the Student General Regulations, which as at the date of these Rules is the period from 1 December to 30 November of the following year;

President means the President of the PSA;

PSA Executive means the governing committee of the PSA as set out in Schedule 1;

Regulations means the University Student General Regulations approved by the Senate of the University;

Rules means these rules of the PSA;

Second Semester means the second semester as specified in the University calendar;

Student has the meaning given in the University Statute, which as at the date of these Rules is a person enrolled in the University as a student, including a person enrolled in an Award course of the University, whether in Perth or elsewhere, or enrolled through University extension as a continuing education student in units offered within Award courses of the University;

Student Conduct and Resolution Centre (SCRC) means the University's disciplinary and investigations department;

University or **UWA** means the University of Western Australia;

University Act means the *University of Western Australia Act 1911*;

University Statute means the University of Western Australia Statute made by the Senate of the University;

University Working Day Working Day has the meaning given in the University Statute, which as at the date of these Regulations is any day other than a:

- (a) Saturday;
 - (b) Sunday;
 - (c) a day specified by in the University calendar as a University holiday; and
 - (d) the University's annual shut-down period as determined by the University's executive each year.
- (2) Terms capitalised but not defined in these Rules have the meaning given to those terms in the Guild Regulations, as amended or replaced from time to time.

6 Compliance

- (1) The PSA and its Department Members must comply with the Guild Regulations and the Guild By-Laws, including these Rules and the Election Rules.
- (2) These Rules forms part of the Guild By-Laws and are subject to the approval of Guild Council.

Chapter 2 – Membership

7 Department Member

- (1) A person who is:
 - (a) a Student the University defines as a postgraduate; and
 - (b) an Ordinary Member of the Guild,shall be deemed to have membership of the Department (**Department Member**).
- (2) Subject to Rule 20, Department Members have the right to apply for any position outlined within these Rules unless otherwise specified.
- (3) A person who is not a Guild Member is not eligible to hold any position outlined within these rules.
- (4) There shall be no membership fees payable by Department Members.

8 Associate Member

- (1) A person who is:
 - (a) a Student the University recognises as a postgraduate Honours student; and
 - (b) an Ordinary Member of the Guildshall be deemed to have associate membership of the Department (**Associate Member**).
- (2) Associate Members are not eligible to apply for or hold any position outlined within these Rules unless otherwise specified.
- (3) Associate Members do not have voting rights but may contribute to discussions at general meetings of the PSA.

9 Suspension of Membership

- (1) A postgraduate Student's right to be a Department Member and any other right under these Rules shall be suspended for the duration that the Student:
 - (a) is suspended by the University; or
 - (b) is suspended by the Guild in accordance with the Regulations.

10 Complaints and misconduct

- (1) If a Department Member has a complaint about another Department Member, or a Committee Member including the President, the following may be submitted to the Guild's Governance Committee:
 - (a) the nature of the complaint;
 - (b) outline of the facts and evidence relied upon for the complaint;
 - (c) the remedy sought; and
 - (d) the contact details of the complainant.
- (2) The Guild Governance Committee may deal with the complaint at its discretion, unless the complaint amounts to a breach of these Rules or Guild Misconduct, in which case, the Guild Governance Committee must report the complaint in accordance with Chapter 7 of the Regulations.
- (3) Any Department Member who suspects that another Department Member has contravened these Rules or otherwise engaged in Guild Misconduct must report it in accordance with Chapter 7 of the Regulations.

11 Maintaining a Register of PSA Committee Members

- (1) The Committee must maintain a Register of Committee Members and any associated committees of the PSA.
- (2) The Register of Committee Members must include each Committee Member's name and University email address.
- (3) The Register of Committee Members must be kept at a location (electronic or otherwise) as determined by Guild Administration.

Chapter 3 – PSA Committee

12 PSA Committee Roles and Powers

- (1) The role of the Committee is to:
 - (a) assist the PSA President;
 - (b) address all matters referred to it by the Guild Council; and
 - (c) give effect to the objects of the PSA as set out in rule 2.
- (2) The Committee may co-opt Department Members to undertake tasks at the PSA level which may arise from time to time.
- (3) The Committee may exercise all of the powers of the PSA, except the power to amend these Rules.
- (4) The Committee may propose amendments to these Rules in accordance with Chapter 7 of these Rules, however, changes to these Rules must be approved by Guild Council.
- (5) The Committee must comply with any policies, governance rules and codes of conduct as developed by any or all of the Committee, the Guild, and the University.

13 Membership of the Committee

- (1) The Committee Members, their process of appointment, and their role are listed in Schedule 1.
- (2) All Committee Members will retire from office at the end of the relevant Guild Year.

14 Acting President

- (1) In the event of any Presidential absence, the President shall nominate the Vice-President (Coursework), the Vice-President (Research) or, in their absence, another member of the PSA Executive to serve as Acting President.
- (2) Should the President resign, the Vice-President (Coursework) and the Vice-President (Research) shall jointly serve as Acting President during the period between the President's resignation and the election of a new President pursuant to the Election Rules.

15 Powers of the PSA Executive

- (1) The PSA Executive shall be responsible for carrying out the everyday business of the PSA and shall report to the Committee.
- (2) The PSA Executive shall be required to meet at least once a month or when deemed necessary by the PSA President.

- (3) Subject to regulation 82 of the Regulations and the requirements for Authorised Signatories, the PSA President and/or PSA General Secretary may enter into financial commitments on behalf of the PSA.
- (4) The PSA Executive may use property belonging to the PSA for the furtherance, promotion and execution of the objects of the PSA as set out in rule 2.
- (5) Where an issue is not covered by an existing PSA Stance, the PSA Executive may temporarily determine an interim PSA Stance.

16 Resignations

- (1) A member of the Committee may resign at any time by tendering a written resignation to the General Secretary and such a resignation shall take effect when the General Secretary receives the written resignation.
- (2) Should the General Secretary wish to resign, they shall tender their resignation to the President.
- (3) A member of the Committee may be dismissed from office for failing to comply with these Rules if a two-thirds majority of the Committee vote in favour of the dismissal.
- (4) Casual vacancies will be filled in accordance with Chapter 9 of the Election Rules.

Chapter 4 – PSA Sub-Committees

17 PSA Sub-committees

- (1) The Committee may appoint any sub-committees deemed necessary by the PSA Executive.
- (2) The President and the General Secretary shall be *ex-officio* members of all sub-committees.
- (3) The President may exercise a deciding vote in the event of a tie in all sub-committees.

18 Grants and Awards Sub-committee

- (1) The Committee shall appoint a Sub-committee known as the Grants and Awards Sub-committee at the first convened meeting of the Committee by January of the Committee's term.
- (2) The membership of the Grants and Awards Sub-committee is:
 - (a) President;
 - (b) Vice-President (Research);
 - (c) General Secretary;
 - (d) Grants and Awards Officer (Chair);
 - (e) One Postgraduate Coursework representative;
 - (f) One Postgraduate Research representative;
 - (g) up to two members co-opted at the discretion of the PSA Committee.
- (3) The members of the Sub-committee will remain constant for the duration of the Committee's term, except in the event of a member resigning from the Committee.
- (4) At least two of the members of the Grants and Awards Sub-committee must be women or non-binary persons.
- (5) The chair of the Grants and Awards Sub-Committee shall be the Grants and Awards Officer.
- (6) The Grants and Awards Sub-committee is responsible for:
 - (a) the ethical and rigorous assessment of all submissions for PSA awards and grants;
 - (b) the maintenance and updating of the guidelines of the PSA awards and grants; and

- (c) deciding the timeline and informing members of the application dates for the PSA awards and grants on the PSA website
- (7) The Grants and Awards Sub-committee shall be required to meet at least three times a year and when deemed necessary by the member of the PSA Executive on the Sub-committee.
- (8) At the beginning of any Grants and Awards Sub-committee meeting members are required to declare conflicts of interest.

19 Eligibility for Grants and Awards

- (1) The members of the Grants and Awards Sub-committee are ineligible to apply for a PSA award or grants during their term on the Sub-committee.
- (2) Once appointed to the Grants and Awards Subcommittee, members will be ineligible to apply for a PSA award or grant until the following Guild year.
- (3) All other members of the Committee (excluding the PSA Executive) are eligible to apply for a PSA award or grant.

20 Appealing of decisions of the Grants and Awards Sub-committee

- (1) Any Grants and Awards applicant wishing to appeal a decision of the sub-committee may submit, in writing, an appeal to the President within two weeks of receipt of the decision.
- (2) The appeal must:
 - (a) outline which aspect of the allocation of grants or awards the applicant wishes to appeal;
 - (b) state the applicant's reasons for appealing the decision; and
 - (c) suggest the action the applicant wishes the sub-committee to take.
- (3) All appeals received within the deadline must be reviewed by the Grants and Awards sub-committee and the President before the final grant and awards allocations are submitted to Guild Finance for distribution.
- (4) Once reviewed, the President shall inform the appealing applicant of the outcome of their appeal.
- (5) An applicant may only appeal an allocation of a grant or award once.

21 Engagements Sub-committee

- (1) The Committee shall appoint a Sub-committee known as the Engagements Sub-committee within the first two months of the relevant Guild Year.
- (2) The membership of the Engagements Subcommittee is:

- (a) President;
 - (b) Vice-President (Engagement) (Chair);
 - (c) Vice-President (Welfare);
 - (d) One Postgraduate Coursework representative;
 - (e) One Postgraduate Research representative;
 - (f) Two Social Officers;
 - (g) Two Public Relations Officers.
- (3) The members of the Engagements Sub-committee will remain constant for the duration of the Committee's term, except in the event of a member resigning from the Committee.
- (4) At least two of the members of the Awards and Grants Sub-committee must be women or non-binary persons.
- (5) The Chair of the Engagements Sub-committee shall be the Vice-President (Engagement).
- (6) The Engagements Sub-committee shall be responsible for the organisation of events held by the PSA at the direction of the President and Vice-President (Engagement).
- (7) The Engagements Sub-committee shall be responsible for the coordination of communications on behalf of the PSA at the direction of the President and Public Relations Officer.
- (8) The Engagements Sub-committee shall be required to meet at least two times a year and when deemed necessary by the member of the PSA Executive.

Chapter 5 – Department Meetings

22 General Meetings

- (1) The Committee may at any time convene a General Meeting of the PSA.
- (2) Subject to these Rules, at least 10 days' notice shall be provided prior to a General Meeting.
- (3) Notice must be given as follows:
 - (a) Notice shall be posted in the PSA newsletter, on the PSA website, and on other social media utilised by the PSA; and
 - (b) The notice shall include a copy of, or a link to, the agenda for the General Meeting.
- (4) At any General Meeting 15 PSA members shall constitute quorum. If a quorum is not obtained within thirty minutes of the time appointed for the General Meeting, the General Meeting will be adjourned to a date and time as determined by the Committee.
- (5) The PSA may hold a General Meeting at two or more venues using any technology that gives Members entitled to be heard a reasonable opportunity to participate.
- (6) The Committee may change the venue for, postpone or cancel a general meeting at its own discretion.
- (7) At every General Meeting the President, will preside as chairperson. In the absence of the President, or where the President elects not to chair the General Meeting, the Members must elect a Committee Member to preside as chairperson. The chairperson may:
 - (a) with the consent of the General Meeting, adjourn any General Meeting from time to time and from place to place; and
 - (b) impose reasonable time limits on the speakers on any motion.
- (8) Each Member present at a General Meeting has one vote.
- (9) Unless otherwise provided in these Rules, any resolution at a General Meeting will be carried by a majority of the Members present and voting on a show of hands.

23 Annual General Meeting

- (1) There shall be an Annual General Meeting (**AGM**) before the end of the Second Semester University examination period (no later than the end of November).
- (2) The order of business for an AGM of the PSA shall include:
 - (a) A written and oral Annual Report by the President; and

- (b) A written and oral Financial Statement by the General Secretary.
- (3) A copy of the President's Annual Report shall be submitted to the Guild, where possible at the next regular Guild Council meeting after the AGM.

24 Special General Meetings

- (1) Special General Meetings (**SGM**) may be called at the written request of 30 Members (**Petitioners**) or the PSA Executive.
- (2) An SGM shall be called by the President, or, in the absence of the President, by any of the Vice-Presidents, within 14 days of the written request.
- (3) At least seven days' notice shall be provided prior to an SGM in accordance with rule 22(3).
- (4) If the President and Vice-Presidents have resigned or do not call such a meeting, the Petitioners may themselves call it in accordance with rule 22.

25 Committee Meetings

- (1) The PSA Committee shall meet no less than once a month and shall be called at the discretion of the PSA President.
- (2) At least three University Working Days' notice of meetings must be given to Committee Members, except where all of the Committee members unanimously consent to shorter notice being given.
- (3) The PSA President shall act as chair of Committee meetings. In the absence of a chair, or where the chair elects not to chair a meeting, the role of chair is filled by a nominee of the PSA President.
- (4) Quorum of a PSA Committee meeting consists of two members of the PSA Executive and three other PSA Committee members.
- (5) Subject to these Rules, the Committee Members present at a Committee meeting must determine the procedure and order of business to be followed at the meeting.
- (6) The Committee may hold a meeting at two or more venues using any technology that gives the Committee Members entitled to be heard at a meeting a reasonable opportunity to participate.
- (7) A quorum of a Committee meeting is a majority of Committee Members. If a quorum is not obtained within thirty minutes of the time appointed for the meeting, the meeting will lapse.
- (8) Every Committee Member present at a Committee meeting has one vote. Any resolution put forward at a Committee meeting must be passed by a majority of the Committee Members present and entitled to vote at the Committee meeting.

- (9) The Committee may pass a circular resolution without a Committee meeting being held. A circular resolution is passed if all of the Committee Members entitled to vote on the resolution sign or otherwise agree to the resolution as follows:
- (a) Each Committee Member may sign:
 - (i) a single document setting out the resolution and containing a statement that they agree to the resolution; or
 - (ii) separate copies of that document, provided that the wording of the resolution is the same in each copy.
 - (b) The PSA may send a circular resolution by electronic means to the Committee Members and the Committee Members may agree to the resolution by sending an electronic reply to that effect, including the text of the resolution in their reply.

26 Validity of act of the Committee

All acts done at any Committee meeting or by the Committee will, despite the fact that it is subsequently discovered that there was some defect in the appointment of any Committee Member or that any Committee Member was disqualified, be valid as if the defect did not in fact exist or the Committee Member was not disqualified, as the case may be.

27 Minutes of meetings

- (1) The General Secretary must cause proper minutes of all proceedings of every Committee Meeting and meeting of Department Members to be signed and recorded within 30 days after the holding of each meeting. The minutes must contain:
 - (a) the names of all Committee Members or Department Members present (as applicable); and
 - (b) all resolutions made or passed by the meeting.
- (2) If the General Secretary is not present at the meeting, the Committee must nominate and authorise a person to be responsible for taking minutes for that particular meeting.
- (3) The minutes created under this rule when signed by the President will be, until the contrary is proved, evidence that:
 - (a) the meeting was duly convened and held;
 - (b) all proceedings recorded as having taken place at the meeting did in fact take place; and
 - (c) all appointments reported to have been made at the meeting have been validly made.

Chapter 6 – Finance

28 Finance

- (1) Funding of the PSA is to be determined by Guild Council in accordance with the Regulations.
- (2) Departments will not have or operate an external bank account from the Guild.
- (3) The Department must comply with all Guild Finance Department financial reporting, policies, procedures and audit requirements.
- (4) Withdrawals from all accounts including cheques or from petty cash shall be conducted in accordance with chapter 6 of the Regulations.
- (5) Subject to regulation 46 of the Regulations and any conditions the Guild Council may attach to funding, funding provided to the PSA may be expended at the discretion of the PSA President.

29 Reporting

- (1) The PSA President must provide, for the information of the Guild Strategic Resources Committee, a copy of the PSA budget for the current Guild Year together with its financial statements.
- (2) The General Secretary shall present a report on all accounts to the PSA Executive on a monthly basis and when deemed necessary by the Executive.
- (3) The General Secretary shall present to the Annual General Meeting a balance sheet and a statement of income and expenditure at the end of the PSA's financial year.

30 Honoraria

The PSA's budget shall include the President's honorarium, the value of which is defined to be 60% of the value of the Guild President's honorarium as defined in the Regulations.

Chapter 7 – Amendments

31 Proposing amendments

- (1) The PSA Committee, Governance Committee or seven Members in writing, may propose amendments to these Rules, however, changes to these Rules must be approved by Guild Council.
- (2) The PSA Committee must call a General Meeting within four weeks of receiving a proposal to amend these Rules.

32 Members to vote on amendments

Proposed amendments to these Rules must be passed by a two-thirds majority of present Members eligible to vote at a General Meeting of the PSA.

33 Commencement of new rules

The amended Rules will come into force once approved at a PSA General Meeting and by Guild Council.

34 Changes to be recorded

The approved amended version of these Rules must be placed in the Guild By-Laws, in accordance with the Regulations.

Schedule 1 – Committee Members

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
Executive			
1	PSA President	Elected in accordance with the Election Rules of the Postgraduate Students' Association.	The role of the PSA President is to — (a) Be the nominal head of the PSA (b) Represent the Postgraduate student body at University Senate; (c) Call and convene all General Meetings and PSA Committee meetings; (d) Be available to Members; (e) Manage relations with sponsors or supporters of the PSA; (f) Coordinate the organisation of PSA activities; (g) Liaise with CAPA to ensure postgraduate representation at a national level; (h) Present a report at the AGM of the PSA; (i) Carry out other such duties as the PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and (j) Represent the postgraduate student body on the University Club of Western Australia Board of Advisors, or provide a nominee.
2	Vice-President (Coursework)	Elected in accordance with the Election Rules of the Postgraduate Students' Association.	The role of the Vice-President (Coursework) is to – (a) Assist the President in the performance of their duties; (b) Serve as liaison officer to Guild sub-committees when appropriate; (c) Attend Guild Education Council meetings; (d) Take responsibility for education issues pertaining to coursework postgraduates at the University; (e) Represent and promote the interests of postgraduates that include, but are not limited to, all higher degree by coursework students at the University; (f) Liaise with the PSA Faculty or PSA Board of Studies representatives; (g) Liaise with on-campus higher degree by coursework groups, including but not limited to Faculty Societies; (h) Implement PSA policies relating to higher degree by coursework students (i) Inform the PSA General Secretary of contact details for relevant higher degree by coursework groups; (j) Promote the interests of postgraduate students involved in tutorials, lectures and lab demonstrations; (k) Research and promote events and materials for higher degree by coursework groups (l) Attend a majority of General Meetings and PSA Committee Meetings;

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
			(m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and (n) Act as an Editor for the PSA Magazines, PostScript.
3	Vice-President (Research)	Elected in accordance with the Election Rules of the Postgraduate Students' Association.	The role of the Vice-President (Research) is to – (a) Assist the President in the performance of their duties; (b) Serve as liaison officer to Guild sub-committees when appropriate; (c) Attend the Guild Education Council meetings; (d) Take responsibility for education issues pertaining to research postgraduates at the University; (e) Represent and promote the interests of postgraduates that include, but are not limited to, all higher degree by research students at the University; (f) Liaise with the PSA Faculty or PSA Board of Studies representatives; (g) Liaise with on-campus higher degree by research groups including but not limited to Faculty Societies; (h) Implement PSA policies relating to higher degree by research students; (i) Inform the PSA General Secretary of the contact details for relevant higher degree by research groups; (j) Represent postgraduate students in matters affecting their appointment as teaching staff; (k) Research and promote events and materials for higher degree by research groups (l) Attend a majority of General Meetings and PSA Committee Meetings; (m) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct; and (n) Act as an Editor for the PSA Magazines, PostScript.
4	Vice-President (Engagement)	Elected in accordance with the Election Rules of the Postgraduate Students' Association.	The role of the Vice-President (Engagement) is to – (a) Plan PSA social and networking events; (b) Find sponsorship for PSA events; (c) Coordinate the members of the Engagements sub-committee; (d) Liaise with the President and General Secretary to propose an adequate budget for the coming year's planned events; (e) Ensure that the PSA provides a variety of social and networking events that appeal to, and can be accessed by, a diverse range of postgraduates; (f) Ensure that the PSA provides at least two social or networking events each semester; (g) Attend a majority of PSA General Meetings and Committee Meetings; and (h) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.
5	Vice-President (Welfare)	Elected in accordance with the Election Rules of the Postgraduate Students' Association.	The role of the Vice-President (Welfare) is to:

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
			(a) Advocate for the welfare, mental health, and well-being of all postgraduate students at UWA, ensuring their concerns are represented at the university and Guild level. (b) Liaise with the University Student Guild Welfare Officer and relevant university support services to enhance postgraduate student access to welfare resources. (c) Work closely with the Vice-President (Coursework) and Vice-President (Research) to ensure welfare policies and initiatives effectively address the needs of both Higher Degree by Research (HDR) and Higher Degree by Coursework (HDC) students. (d) Organise at least two welfare-focused events or initiatives per semester, aiming to improve student well-being, mental health awareness, and access to support networks. (e) Serve as a primary point of contact for postgraduate students experiencing welfare-related issues, providing guidance on available support services. (f) Coordinate with Faculty and School representatives to ensure faculty-level welfare concerns are addressed and communicated to the PSA Executive. (g) Attend a majority of PSA General Meetings and PSA Committee Meetings. (h) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association, or Guild Council may reasonably direct.
6	General Secretary	Elected in accordance with the Election Rules of the Postgraduate Students' Association.	The role of the General Secretary is to – (a) Attend to any correspondence as appropriate; (b) Prepare all agendas, which must be available to the PSA Committee before the scheduled meeting; (c) Keep adequate minutes of all General Meetings, PSA Executive Meetings and PSA Committee meetings, including a record of the members present; (d) Follow up resolutions and actions of previous meetings prior to the meeting; (e) Contact Faculty and School Managers to ensure an up-to-date contact directory of Postgraduate Student Representatives; (f) Ensure an up-to-date contact directory of services available for postgraduate students; (g) Ensure that the PSA is informed about current issues in the University community and the higher education sector; (h) Work with the PSA President prepare the PSA budget submission for the Guild Council budget meeting; (i) Ensure timely payment of liabilities of the PSA; (j) Provide a report of all PSA accounts to the PSA Executive on a monthly basis or when deemed necessary by the PSA Executive; (k) Liaise with the Guild General Secretary in respect of the PSA budget; (l) Present a report at the PSA AGM;

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
			(m) Attend a majority of General Meetings and PSA Committee Meetings; and (n) Carry out other such duties as the President, PSA Executive, PSA Committee, the Association or Guild Council may reasonably direct.
Non-executive			
7	Equity Officer	Appointed by the PSA Executive	The role of the Equity Officer is to – (a) Represent the interests of postgraduate students at all appropriate Guild Committees including, but not limited to the Equity and Diversity Committee; (b) Promote the interests of postgraduate students; (c) Liaise with the PSA Executive in order to effectively represent equity groups and communicate their needs to the PSA; (d) Liaise with on-campus equity groups and services; (e) Liaise with CAPA and sector equity groups; (f) Implement the Association's policy relating to postgraduate welfare issues; (g) Inform the PSA General Secretary of contact details for relevant equity groups; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
8	International Students' Officer	Appointed by the PSA Executive	The role of the International Students' Officer is to – (a) Be an international student; (b) Represent and promote the interests of international postgraduate students; (c) Liaise with the PSA Executive in order to effectively represent international students and communicate their needs to the PSA; (d) Liaise with the on-campus international students' groups including but not limited to the International Students' Department; (e) Implement the PSA's policies relating to international students; (f) Inform the PSA General Secretary of contact details for relevant international groups; (g) Research and promote events and materials for international students; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
9	Public Relations Officer (x2)	Appointed by the PSA Executive	The role of the Public Relations Officer is to – (a) Liaise with the PSA Executive in order to effectively communicate appropriate information to postgraduates; (b) Be responsible for updating, moderating and maintaining all social media which the PSA chooses to use, including but not limited to: (i) PSA Website;

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
			(ii) PSA Noticeboard; (iii) PSA Facebook page; and (iv) PSA Instagram account. (c) Be responsible for the PSA's advertising; (d) Act as Editor-in-Chief of PostScript; (e) Design and print materials for PSA advertising purposes and as needed for events and activities; (f) Attend a majority of General Meetings and PSA Committee Meetings; and (g) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
10	Off Campus Officer	Appointed by the PSA Executive	The role of the Off Campus Officer is to – (a) Represent and promote the interests of postgraduates that include, but are not limited to external students, students located on the Albany and Nedlands campus and those centred elsewhere such as hospitals; (b) Liaise with the appropriate Faculty representatives of external students to ensure learning material and resources are available to off-campus students; (c) Promote a sense of unity between on-campus and off-campus postgraduate students; (d) Provide off-campus postgraduates with information about University and Guild services available to them; (e) Attend a majority of General Meetings and PSA Committee meetings by correspondence; and (f) Carry out such other duties as the PSA Executive, Postgraduate Students' Association Committee, or the Association may reasonably direct.
11	A Higher Degree by Coursework Representative for each Board of Study of the University (as established by the University from time to time)	Appointed by the PSA Executive	The role of the Higher Degree by Coursework Representatives is to – (a) Liaise with the appropriate Faculty Societies to ensure that sufficient representation, advocacy and resources are available to students; (b) Liaise with postgraduate student representatives within each school of the University (School) as necessary; (c) Promote the establishment of postgraduate student representatives of Schools where they do not exist; (d) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups; (e) Report to the PSA President and each PSA Committee Meeting on any relevant actions or activities within the Schools (f) Promote the interests of postgraduate students in the schools; and (g) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
12	A Higher Degree by Research Representative for each Board of	Appointed by the PSA Executive	The role of the Higher Degree by Research Representatives is to –

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
	Studies (as established by the University from time to time)		(a) Liaise with the appropriate Faculty Societies to ensure that sufficient representation, advocacy and resources are available to students in each faculty; (b) Liaise with postgraduate student representatives within Schools; (c) Promote the establishment of postgraduate student representatives of Schools where they do not exist; (d) Inform the PSA General Secretary of contact details for School postgraduate representatives, and postgraduate students' groups; (e) Report to the PSA President and each Committee Meeting on any relevant actions or activities within the Schools (f) Promote the interests of postgraduate students in the Faculty; and (g) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.
13	Social Officers (x2)	Appointed by the PSA Executive	The role of the Social Officer is to – (a) In the absence of the Vice-President (Engagement), has all rights, privileges, powers and duties attaching to the position; (b) Assist the Vice-President (Engagement) to engage meaningfully with the Postgraduate Students at UWA (c) Assist the Vice-President (Engagement) to plan at least five social activities per semester; (d) Serve on the Engagement Sub-committee (e) Attend a majority of General Meetings and PSA Committee Meetings; and (f) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
14	Two Welfare Officers (One Higher Degree by Research student and One Higher Degree by Coursework student)	Appointed by the PSA Executive	The role of the Welfare Officer is to – (a) In the absence of the Vice-President (Welfare), has all rights, privileges, powers and duties attaching to the position; (b) Assist the Vice-President (Welfare) to engage meaningfully with the Postgraduate Students at UWA; (c) Assist the Vice-President (Welfare) to plan at least two welfare activities per semester; (d) Attend a majority of General Meetings and PSA Committee Meetings; and (e) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
15	Grants and Awards Officer	Appointed by the PSA Executive	The role of the Grants and Awards Officer is to – (a) Be responsible for the Grants and Awards that are distributed by the PSA including the chairing of the Grants and Awards sub-committee; (b) Ensure that all guidelines relating to Grants distributed are kept up to date and published on the Guild Website; (c) Work together with the General Secretary to ensure that all monies are distributed accurately and in a timely manner;

TABLE 1. PSA COMMITTEE			
Item	Position	Process of Election or Appointment	Role
			(d) Be responsible for co-ordinating grants and awards with relevant external bodies; (e) Be held responsible to the General Secretary regarding any grants and awards material for PSA; (f) Assist the General Secretary to carry out functions of the PSA committee; (g) Attend a majority of General Meetings and PSA Committee Meetings; and (h) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
16	Sustainability Officer	Appointed by the PSA Executive	The role of the Sustainability Officer is to – (a) Assist the General Secretary to ensure that the PSA committee is carrying out it's functions in the most sustainable manner possible; (b) Provide a sustainability report of the PSA's activities for the Guild year at the annual general meeting; (c) Attend a majority of General Meetings and PSA Committee Meetings; and (d) Carry out such other duties as the PSA Committee or the Association may reasonably direct.
17	Aboriginal and Torres Strait Islander Students' Officer	Appointed by the Western Australian Aboriginal Students' Corporation, or where they are unable or unwilling to appoint such a person, the WASAC Chair shall hold the position until a suitable candidate is appointed.	The role of the Aboriginal and Torres Strait Islander Students' Officer is to – (a) Promote and represent the interests of Aboriginal and Torres Strait Islander postgraduate students; (b) Liaise with the PSA Executive in order to effectively represent Aboriginal and Torres Strait Islander students and communicate their needs to the PSA; (c) Liaise with the School of Indigenous Studies; (d) Liaise with the National Aboriginal & Torres Strait Islander Postgraduate Association (NATSIPA); (e) Liaise with the WA Student Aboriginal Corporation (WASAC); (f) Implement the PSA's policies relating to Aboriginal and Torres Strait Islander students; (g) Seek to organise at least one event focused on Aboriginal and Torres Strait Islander students per year; (h) Attend a majority of General Meetings and PSA Committee Meetings; and (i) Carry out such other duties as the PSA Executive, PSA Committee, or the Association may reasonably direct.