

**ANU College of Business & Economics  
Research School of Management**

**Postgraduate Student Council Terms of Reference**

The Student Council of the Research School of Management is the official assembly of postgraduate students tasked with representing the postgraduate student body of the Research School of Management – [RSM]. The name of this organisation shall be The Postgraduate Student Council of the Research School of Management – [Postgraduate Council].

The Postgraduate Council shall coordinate and administer the activities of its members and committees with accordance to these Terms of Reference.

The Postgraduate Council shall consist of up to 12 members, appointed by the RSM Executive, comprised of up to 10 current RSM postgraduate students and up to 4 RSM alumni.

The Postgraduate Council Advisor is appointed by the School Director and provides guidance to the Postgraduate Council, but is not a member.

The RSM Executive is comprised of the RSM School Director, RSM Deputy Director (Education), the Postgraduate Council Advisor and the School Manager.

**Purpose / Mission**

The Postgraduate Council's purpose is to provide leadership and promote the general welfare, and enhance the postgraduate experience of the RSM postgraduate student body by working directly with the RSM. The Postgraduate Council will develop student responsibility, initiative, create a feeling of unity among all students, and encourage extracurricular activities. The general aims and purposes of the Postgraduate Council shall be:

1. Enhance and continuously improve the overall experience of the RSM postgraduate student body.
2. Work to create and continue programs, events and social traditions designed to foster cohesiveness within the RSM postgraduate student body.
3. Provide student advocacy by striving to gather and express student opinions and provide a forum for the student voice.
4. Develop and foster student and alumni networks.
5. Serve as a medium for expression of thoughts and ideas for the development and improvement of academic as well as extracurricular activities.
6. Encourage good character and leadership.

## Operation

1. Term of each Postgraduate Council membership period: 12 months
2. Nominations are called by the RSM Executive in March and new members are appointed by the RSM Executive in April each year.
3. Where possible outgoing Postgraduate Council members are expected to attend the first meeting of the incoming Postgraduate Council.
4. The Postgraduate Council will report on its activities to the RSM Executive four times during each 12 month term, or more frequently if needed.  
Reporting may include:
  - Minutes of meetings provided to the RSM Executive
  - Ad hoc meetings between the Chairperson and the RSM Executive
  - Oral report at the beginning of each Postgraduate Council meeting (which is noted by the RSM Executive attending the meeting)
5. The Chairperson, or their nominee, will take the role of the Postgraduate Council student representative at the RSM Education portfolio/committee, and will attend their scheduled meetings.

## Postgraduate Council Roles

1. All Postgraduate Council members must be eligible (see Membership) at the time of appointment and throughout the entire term of office.
2. The appointed Postgraduate Council members each term shall be:
  - 1 Chairperson
  - 1 Vice Chairperson
  - 1 Secretary
  - 9 General Members
3. Duties:

### **The Chairperson**

The *Chairperson* shall be the official voice and representative of the Postgraduate Council and liaise with the Postgraduate Council Advisor and RSM Executive. The *Chairperson* shall preside over and conduct all regular and special meetings. The *Chairperson* shall;

- i. Schedule and attend all regular Postgraduate Council meetings
- ii. Meet regularly with the Postgraduate Council Advisor to discuss and align the direction of the Postgraduate Council and RSM.
- iii. Ensure the orderly operation of the Postgraduate Council including making administrative orders.
- iv. As requested, be responsible for coordinating the Postgraduate Council's presence during RSM student events, such as the RSM Orientation and Welcome Week.

### **The Vice Chairperson**

The *Vice Chairperson* shall work closely with the *Chairperson* in pursuing all Postgraduate Council objectives and activities as described in these Terms of

Reference. In the *Chairperson's* absence the *Vice Chairperson* will conduct meetings on the *Chairperson's* behalf.

### ***The Secretary***

The *Secretary* shall be responsible for record keeping of all Postgraduate Council activities. They shall maintain accurate and reliable records for the Postgraduate Council, including agendas and minutes, and timely distribution of these to the Postgraduate Council and RSM Executive.

### ***General Members***

*General Members* in the Postgraduate Council are those that comprise of the majority of the Postgraduate Council and play an important role in contributing to the strategic direction of the Council's activities and advancement, together with taking an active role to coordinate and deliver Postgraduate Council initiatives.

### **Appointment of Postgraduate Council members**

1. The Postgraduate Council Advisor shall supervise the appointment of Postgraduate Council members by calling for nominations from current RSM postgraduate students and alumni in March each year. The RSM Executive appoint Postgraduate Council members from nominations received.
2. The RSM Executive will appoint the *Chairperson* and other roles will be filled at the first meeting of the new Postgraduate Council.
3. Those appointed will be inducted into their respective roles in April and serve for a one year term.
4. Replacement Postgraduate Council members:
  - a) In the event that the *Chairperson* of the Postgraduate Council resigns or is removed by some other means, the *Vice Chairperson* will become the Acting *Chairperson* for the remainder of the Postgraduate Council term.
  - b) Any Postgraduate Council member may be removed from their role or the Postgraduate Council by becoming ineligible or for failing to perform the duties of their role, or by engaging in conduct considered to be unbecoming of a Postgraduate Council member in a student leadership role. Removal of a Postgraduate Council member is at the discretion of the RSM Executive.
  - c) In the event that a Postgraduate Council member role becomes vacant, with the exception of the *Chairperson*, that role shall be filled by one of the remaining Postgraduate Council members.
  - d) The RSM Executive may, at its discretion, appoint replacement members to the Postgraduate Council either from the original pool of nominations or by calling for additional nominations.

## Membership

1. All RSM postgraduate students, including Higher Degree Research (HDR) students, currently enrolled or alumni of RSM postgraduate and HDR programs are eligible to nominate to be members of the Postgraduate Council.
2. Nominations for Postgraduate Council members will be called for in March each year or at other times determined by the RSM Executive.
3. Members of the Postgraduate Council shall be appointed from those nominated by the RSM Executive.
4. To be qualified for the Postgraduate Council, members must abide by the ANU Code of Conduct and regularly attend meetings and functions conducted by the Postgraduate Council.
5. RSM Executive reserves the right to remove members from the Postgraduate Council.
6. The resignation of a Postgraduate Council member is required in writing. Resignation must be submitted personally to the Chairperson, who will immediately notify the RSM Executive and the Postgraduate Council.
7. Dismissed or removed Postgraduate Council members may be reinstated at the discretion of the RSM Executive.
8. Only current Postgraduate Council members may vote on matters brought before the Postgraduate Council at a general meeting.

## Meetings

1. Meetings will be called by the *Chairperson* in consultation with the Postgraduate Council Advisor.
2. Meetings may be called at any time, with due notice, by the RSM Executive.
3. Meetings of the Postgraduate Council will consist of one regular meeting per quarter. The Postgraduate Council will meet formally at least four times a year; twice in Semester One and twice in Semester Two, and at any other time that is deemed necessary for the function of the Postgraduate Council.
4. A quorum of 5 members must be established in order for the Postgraduate Council to call an issue to a vote.

## General

The Postgraduate Council;

1. Whenever  $\frac{2}{3}$  of the membership shall deem it necessary and appropriate, may propose amendments to these Terms of Reference.
2. Shall keep the RSM postgraduate student body informed of Postgraduate Council initiatives and activities.
3. Shall take steps to determine the view of students by various means such as outreach, informal discussions, surveys, social media.