Arc @ UNSW
Postgraduate Council Charter

Approved By	Postgraduate Council, Board
Approval Date	18 August 2011, 12 November 2013, 14 April 2014, 21 September 2015, 31 October 2016, 2 December 2019, 25 May 2021, 17 August 2021, 18 November 2021, 31 August 2022, 22 March 2023, 30 August 2023, 20 November 2024
Related Documents	Arc Constitution, Arc Regulations, Arc Student Representative Council Charter, Allowance Policy
To be reviewed	Annually

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This Charter is designed to assist Officers and Committee Liaisons fulfil and understand their duties as Office Bearers of the Postgraduate Council (PGC) of Arc @ UNSW Limited (Arc). It is essential that members of the PGC read this Charter. This Charter must be read in conjunction with Arc's Constitution, Regulations, and Allowance Policy.

1   What is Arc?

Arc was formed in 2007 at the University of New South Wales (UNSW) as the response to the implementation of Voluntary Student Unionism. Arc is a separate organisation to UNSW and has been constituted as a public company limited by guarantee. Arc is here for and led by students, to create supportive, enriching and vibrant communities. Arc encourages students to take part in a life changing university experience.

2   What is the Postgraduate Council?

2.1   The Role of the Postgraduate Council

As a public company, Arc is subject to the Corporations Act 2001. The Act clearly establishes that the Board is ultimately responsible for all matters relating to the operations of Arc. As an Arc Student Body, the PGC shall partner with Arc to align their vision(s) and support their goal of representing and advocating for all UNSW postgraduate students, collectively.

The PGC represents the postgraduate students of UNSW to the University administration, all levels of government, the local community and peak national representative bodies. Postgraduate student representation is provided through the PGC, individual Officers, Committee Liaisons, and Committees. The PGC deals with all representation issues that are specific to postgraduate students, whose needs and student experiences are different to those of the undergraduate students.

Without intending to limit the general governance role of the PGC, the specific or principal functions and responsibilities will include (but are not limited to):
- Formulating strategies and campaigns, and ensuring that PGC members work towards their implementation;
- Reviewing the PGC annual budget;
- Liaising with the Student Representative Council (SRC);
- Recommending/determining the roles and responsibilities of Office Bearers; and
- Delegation of authority to the Officers, Committee Liaisons, and Committees.

On matters and student issues that are seen by the PGC to not be specific to postgraduate students (that is, they affect all students equally and whose effects are the same on both postgraduate and undergraduate students), the PGC will inform and liaise with the SRC to determine their position on these issues.

2.2   Mission of the Postgraduate Council

The PGC's core mission is founded on the main three values:

Advocacy
- To amplify the desires of the postgraduate voice at different University levels.
- To strengthen the student voice by connecting student bodies within UNSW such as Student Representative Council, Academic Board and Arc Board.

Engagement
- To organise flagship university-wide events that foster community building, celebrate student achievements, and encourage a social atmosphere.
- To organise professional development events that educate postgraduates on entering the job-market and guide their transition from student to employee.

Support
- To offer a first point-of contact for postgraduates with coursework and research inquiries.
- To promote the diversity and inclusion of all postgraduate students.
- To connect postgraduate students with UNSW wellbeing services.

2.3 The Composition and Structure of the Postgraduate Council

The composition of the PGC is set out in the regulations of Arc. The PGC is comprised of elected Office Bearers (Officers and Committee Liaisons) and appointed Committee members. The Arc Chair of the Board, the President of the SRC, and the Arc Canberra Committee President and Advocacy Officer are ex-officio voting members of the PGC. The Chief Executive Officer (CEO) of Arc and the postgraduate student members (including both coursework and higher degree research students) of the UNSW Council, UNSW Academic Board and UNSW Faculty Boards are ex-officio, non-voting members of the Postgraduate Council.

The Office Bearers of the PGC are its elected Officers and Committee Liaisons. The Officers consist of the President, General Secretary, Vice President (VP) Research, VP Coursework, VP International, VP Equity, Canberra Campus Officer and Paddington Campus Officer. The VP Research, VP Coursework, VP International, and VP Equity positions are accompanied by an elected Research Committee Liaison, Coursework Committee Liaison, International Committee Liaison, and Equity Committee Liaison, respectively. All elected positions are voting members and are to be held solely by an individual and cannot be shared.
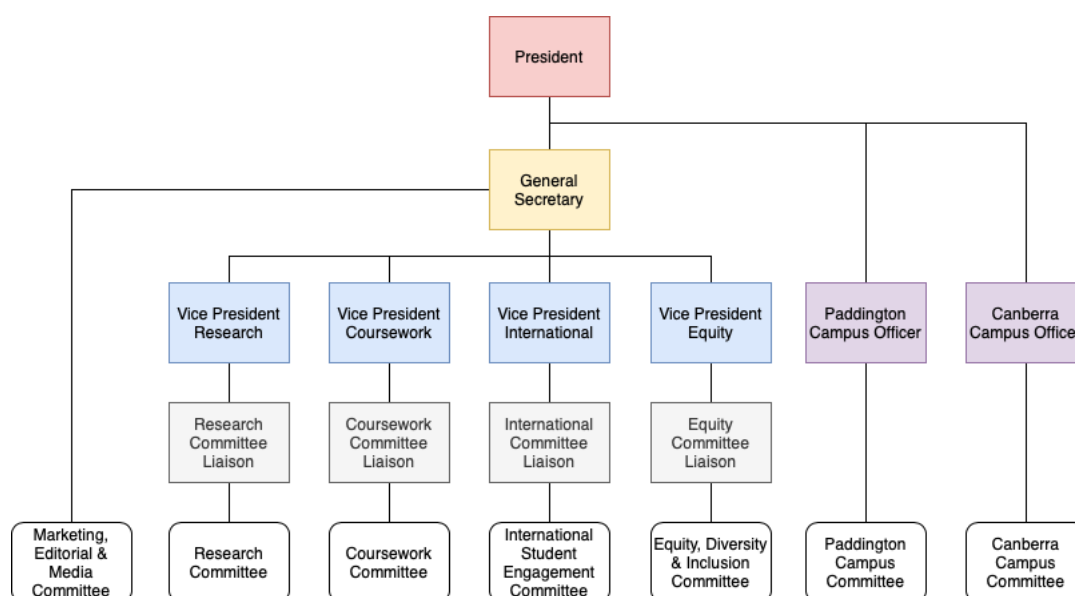
Figure 1. Diagram of the Structure of the PGC

The VP Research, VP Coursework, VP International, and VP Equity chair and appoint members (with the assistance of their respective Committee Liaison) to the Research Committee, Coursework

Committee, International Student Engagement (ISE) Committee, and Equity, Diversity, and Inclusion (EDI) Committee, respectively. The General Secretary chairs and appoints members to the Marketing, Editorial, and Media (MEM) Committee. In addition to these committees, the Paddington Campus Officer and Canberra Campus Officer will oversee their own campus-based committees. The reporting structure of the Committees can be seen in Figure 1. Members appointed to Committees are non-voting members of the PGC.

3   General Roles and Responsibilities of Officer Bearers

The general roles and responsibilities of all Office Bearers include (but are not limited to):

a. Acting as an advocate for students and/or issues within their relevant office;

b. Attending PGC meetings as scheduled by the President;

c. Supporting and assisting other Office Bearers with the running of events and campaigns as required;

d. Being available to members of the student body for consultation about issues relevant to their office;

e. Acting honestly and in good faith;

f. Not making improper use of their position or of information obtained in their position;

g. Exercising reasonable care and diligence;

h. Not behaving in a belligerent, racist, sexist, queerphobic or otherwise discriminatory manner;

i. Advising the PGC within six (6) weeks, via the President, in the event of their graduation, commencement of program leave or commencement of an exchange program;
   i. Should the Office Bearer have less than three (3) months remaining of their term, they may request to remain on the PGC via a motion at a PGC meeting. This must occur within the above-mentioned six (6) week period; or
   ii. Should the Office Bearer have more than three (3) months remaining of their term, they must resign from the PGC within the above-mentioned six (6) week period.

j. Not contest PGC elections in the same year in which they expect to graduate from UNSW; Fulfilling their responsibilities as set out in this Charter; and

k. Complying with the directions given under authority of this Charter, Arc Regulations and Constitution.

In addition, Office Bearers will prepare a handover document to assist the incoming Officer Bearer for their role. This document will be due thirty (30) days before the end of the term and outline:
- An outline of the role and key areas of responsibility
- Ongoing issues of which the incoming Officer Bearer should be aware
- An outline of issues experienced during the year and strategies employed to address them
- Key stakeholder relationships
- Key contacts

- Any other relevant information

It is expected that Office Bearers spend five (5) hours per week average in fulfilling their role, in recognition of the honorarium they receive. This expectation is outlined in the contract presented to each Officer Bearer after their election and before they commence their duties.

If an Office Bearer takes a leave of absence for more than six (6) weeks and is unable to perform their duties during this period or if an Office Bearer position becomes vacant, then the PGC may delegate these responsibilities to another Office Bearer. No Office Bearer may hold more than two positions at a time.

All vacancies will be filled per Section 9.5 of the Arc Regulations.

4   The Roles of the Officers

The specific roles and responsibilities of the Officers include (but are not limited to):

a. All such roles and responsibilities of Office Bearers as detailed in Section 3;

b. Submitting a written report to each ordinary meeting of PGC;

c. Attending meetings of University committees and other bodies relevant to their office, negotiated in consultation with the President;

d. Communicating with equivalent Office Bearers at other Australian tertiary institutions and organisations, as appropriate;

Officers of the PGC shall be deemed equivalent to senior staff when communicating with other Arc Departments.

4.1   The Role of the President

Key Responsibilities:
- The President is the official spokesperson of the Postgraduate Council;
- The President is the Convener and chairperson of all PGC meetings;
- The President is responsible for the general management, strategic direction and function of the Postgraduate Council;
- The President is responsible for liaising with external bodies within and outside Australia, organisations and communities;
- The President is the arbiter of interpretation of, and responsible for implementation of the PGC Charter, in consultation with Arc's CEO and/or Company Secretary when required. The President is responsible for liaising with Arc's CEO and/or Company Secretary with regards to interpretation of, and compliance with Arc's Regulations and Constitution; and
- The President is responsible for the supervision of all PGC Committees.

4.1.1 Specific Duties of the President

a. The President oversees and supervises the day-to-day operations of the PGC;

b. The President is responsible for ensuring that Office Bearers are fulfilling their roles and responsibilities as outlined in this Charter;

c. The President is responsible for approving the expenditure of the PGC with the monthly budget tabled in the PGC meeting to be approved by PGC with a clear majority;

d. The President shall be deemed equivalent to a Manager when communicating with other Arc Departments;

e. The President shall maintain communications with the various Arc executives including the CEO of Arc, Arc Executive Officers, Marketing Manager of Arc, and Chair of Arc Board to ensure the continuing function of the Postgraduate Council and its activities;

f. The President is the major point of contact between the PGC and Arc Chief Executive Officer, the Chair of Arc Board, the President of the Student Representative Council and the Convenor of the Student Development Committee;

g. The President shall maintain oversight of PGC online spaces and social media accounts and remove any social media posts that do not follow the social media policy of Arc, in consultation with the Arc Marketing Manager as required;

h. Where appropriate, the President shall attend and support relevant campaigns and advocacy groups on campus as it relates postgraduate students;

i. The President shall encourage all Office bearers, Committee Liaisons and Committee members to be involved with postgraduate student advocacy and campaigns;

j. President shall establish the agenda for all PGC meetings with support from the General Secretary;

k. The President should seek to build a good relationship with all Office Bearers, and act, along with other Office Bearers, as a bridge between postgraduate students and the PGC;

l. The President is responsible in working with Arc Executives for the handover process to the succeeding President including providing written guidelines and resources to ensure a smooth handover of roles and duties into the new PGC term;

m. In consultation with the CEO and where appropriate, the President is responsible for liaising and attending meetings with key academic staff members of the University to address any academic and non-academic concerns presented to the Postgraduate Council. These may include (but are not limited to):
- Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (EDI)
- Pro Vice-Chancellor, Education & Student Experience (PVCESE)
- Director of Student Experience
- Deans of Faculties
- Head of Schools
- Postgraduate Course Co-ordinators
- Appropriate academic teaching staff
- Student Conducts and Integrity Staff;

n. The President shall act as a member of the UNSW Level 1 Health, Safety & Environment Committee (HSE);

o. The President shall ensure the PGC delivers on its mission statements and principles;

p. The President shall alongside the Academic Board student members present proposals to UNSW academic board in order to maintain and improve the quality of education at the University for postgraduate students;

q. The President shall maintain a working knowledge of the structure of the PGC, its charter, and Arc Regulations under which the PGC operates;

r. The President shall endeavour to attend as many of the meetings held within the PGC as is reasonably possible, and maintain oversight of the actions of the PGC to ensure they are in line with its mission statements and principles;

s. The President shall contribute to policy and policy debates, both internal to the PGC and externally in matters affecting postgraduate students where possible and appropriate;

t. The President shall ensure a consultative process in the formation of all policy, strategic plans, and changes to the running of the PGC; and

u. The President, jointly with the General Secretary shall ensure members are informed of issues affecting postgraduates, and the actions the PGC has taken with respect to them in board meetings.

4.1.2 Chairperson and Spokesperson of the Postgraduate Council

a. The President shall ensure that Council stays focused, and will assist in prioritizing Postgraduate Council's goals to ensure it upholds its mission statement and principles;

b. The President shall ensure the effective facilitation of meetings of Council and its Committees;

c. The President shall ensure that the will of the Postgraduate Council is carried out in line with the PGC Charter and Arc Regulation;

d. The President shall serve as the spokesperson on behalf of PGC to the University, the Government(s), members of staff, and postgraduate students as per Arc policy;

e. The President shall provide final authorisation of all media releases, submissions and publications in consultation with the Arc Marketing Manager as required; and

f. The President shall address any disputes among Officers, Committee Liaisons and Committee Members as per the PGC Grievance Procedure set out in Section 5 of this Charter.

4.2 The Role of the General Secretary

Key Responsibilities:
- The General Secretary is the Chairperson of Human Resources and Administration;

- The General Secretary is the Chairperson of the Marketing, Editorial and Media Committee; and
- The General Secretary is responsible for overseeing the PGC Finances, in alignment with the PGC Budget assigned by Arc.

4.2.1 Specific Duties of the General Secretary

a. The General Secretary will carry out duties as agreed upon in consultation with the President;

b. The General Secretary is the organiser of PGC O-Week events for each Term of study, in collaboration and consultation with the Arc O-Week planning team; and

c. The General Secretary will delegate tasks to the relevant Vice-President and/or Committee Liaison, where required in consultation with the President.

4.2.2 Chairperson of Human Resources and Administration (HR & A)

a. As Chairperson of HR & A, the General Secretary is responsible for conducting all necessary administrative duties within the Postgraduate Council. These may include (but are not limited to):
   i. Preparing and distributing meeting agenda and minutes with the assistance of Arc's Administrative Officer;
   ii. Co-ordinating and compiling monthly Office reports;
   iii. Co-ordinating and compiling Annual PGC report;
   iv. Co-ordinating and compiling monthly budget proposals;
   v. Managing PGC events calendar in consultation with each Office;
   vi. Co-ordinating PGC Committee recruitment drive;
   vii. Co-ordinating archival and storage of PGC documents; and
   viii. Co-ordinating public disclosure of PGC documents once approved by the Council
   ix. Managing PGC Call-back request form and co-ordinating student queries to the relevant Office.

4.2.3 Chairperson of Marketing, Editorial and Media Committee (MEM)

a. As Chairperson of MEM Committee, the General Secretary is responsible for overseeing all promotional material distributed on behalf of the Postgraduate Council. These may include (but are not limited to):
   i. Liaising and consulting with the Arc Marketing Team;
   ii. Co-ordinating distribution of PGC Monthly Newsletters;
   iii. Co-ordinating social media assets (e.g. promotional banners, videos);
   iv. Co-ordinating official PGC social media channels (Facebook, Instagram, LinkedIn, WeChat, and YouTube);
   v. Liaising with members from UNSW Student Engagement and Student Communications;
   vi. Co-ordinating PGC website; and
   vii. Supervising PGC Eventbrite page.

b. The General Secretary is responsible for appointing Committee members through an inclusive procedure that promotes equity and diversity, as per the Terms of Reference of each Committee;

c. The General Secretary is responsible for ensuring that the appointed committee has the correct training for the role, is recognized for their contributions, and if possible, allow members to receive AHEGS certification in consultation with Arc's Administrative Officer and where approved by UNSW;

d. The General Secretary is also responsible for supervising members of the MEM Committee and delegating work to Committee members as needed; and

e. The General Secretary is required to schedule and chair monthly meetings with the MEM Committee.

4.2.4 Chairperson of Finance

a. As Chairperson of Finance, the General Secretary is responsible for overseeing all expenditures carried out the Postgraduate Council. These may include (but are not limited to):
   i. Liaising with Arc Executive Team in consultation with the President;
   ii. Co-ordinating expenses and appropriate archival of receipts in collaboration with Arc's Administrative Officer; and
   iii. Presenting update of expenditure during PGC Monthly meetings.

b. The General Secretary is also responsible for performing monthly reviews of the PGC budget in consultation with the President.

4.3 The Role of the Vice President (International)

Key Responsibilities:
- The Vice-President (International) is responsible for addressing any international student issues presented to the Postgraduate Council;
- The Vice-President (International) is responsible for liaising with UNSW Student development international (SDI), Student Nucleus, and postgraduate representatives within UNSW to address concerns as it relates to international students; and
- The Vice-President (International) is Chairperson of the International Student Engagement Committee.

4.3.1 Specific Duties of the Vice-President (International)

a. Vice-President (International) is responsible for addressing any international students-related issues presented to the Postgraduate Council by onshore and offshore postgraduate students. These include (but are not limited to):
   i. Attending to any student concerns via the PGC Call-back request form; and
   ii. Attending to any student concerns via direct or indirect communications (e.g. emails).

b. Vice-President (International) is responsible for representing international students' issues to appropriate working committees within UNSW;

c. Vice-President (International) is responsible for liaising with key UNSW staff members to address any international student concerns presented to the Postgraduate Council. These may include (but are not limited to):
   i. Deans of Faculties;
   ii. Head of Schools;

  iii. Postgraduate Co-ordinators; and

  iv. Appropriate academic supervisory staff.

d. Vice-President (International) is responsible for holding regular catch-up meetings with Officers from the UNSW Student Development International and Student Nucleus to discuss international student engagement issues. These include (but are not limited to):

  i. Orientation in consultation with Arc's O-Week planning team;

  ii. Pre-arrival; and

  iii. Advice and welfare services in consultation with Arc's Legal & Advocacy team.

e. Vice-President (International) is responsible for working with the International Student Engagement Committee Liaison to achieve all of the aforementioned duties;

f. Vice-President (International) is responsible for ensuring that all relevant student information are effectively communicated to onshore and offshore international students; and

g. Vice-President (International) is responsible for working with the Vice-President (Equity) to achieve mutual goals in cultural enrichment.

4.3.2 Chairperson of International Student Engagement (ISE) Committee

a. Chairperson of International Student Engagement Committee, Vice President (International) is responsible for co-ordinating all activities within the Committee. These include (but are not limited to):

  i. Organising educational workshops or seminars that would benefit both onshore and offshore international postgraduate students (either virtually or in person);

  ii. Liaising with other PGC Committees in organising PGC monthly Postgraduate Pub;

  iii. Advocating for International student-related issues as presented by Committee members; and

  iv. Facilitating the UNSW Offshore Postgraduates community group (e.g. Facebook).

b. The Vice-President (International) is responsible for appointing Committee members through an inclusive procedure that promotes equity and diversity, as per the Terms of Reference of each Committee;

c. The Vice-President (International) is responsible for ensuring that the appointed committee has the correct training for the role, is recognized for their contributions, and if possible, allow members to receive AHEGS certification, in consultation with Arc's Administrative Officer and where approved by UNSW;

d. The Vice-President (International) is also responsible for supervising members of the International Student Development Committee and delegating work to Committee members as needed; and

e. The Vice-President (International) is required to schedule and chair monthly meetings with the ISE Committee.

4.4 The Role of the Vice President (Research)

Key Responsibilities:

- The Vice-President (Research) is responsible for addressing any higher degree research (HDR) issues presented to the Postgraduate Council;
- The Vice-President (Research) is responsible for liaising with academic, and management staff and postgraduate representatives within UNSW to address HDR concerns; and
- The Vice-President (Research) is Chairperson of the Research Committee.

4.4.1 Specific Duties of the Vice-President (Research)

a. Vice-President (Research) is responsible for addressing any HDR-related issues presented to the Postgraduate Council by postgraduate students. These include (but are not limited to):
   i. Attending to any student concerns via the PGC Call-back request form;
   ii. Attending to any student concerns via direct or indirect communications (e.g. emails); and
   iii. Understanding the general processes and procedures related to HDR-related concerns.

b. Vice-President (Research) is responsible for representing HDR issues to appropriate working committees within UNSW. These may include (but are not limited to):
   i. Liaising with the President to present those issues to Arc Board Student Development Committee (SDC); and
   ii. Liaising with Academic Board representatives to present matters of concern to University Higher Degree Research Committee (UHDRC) at UNSW.

c. Vice-President (Research) is responsible for liaising with key academic staff members to address any HDR concerns presented to the Postgraduate Council. These may include (but are not limited to):
   i. Deans of Faculties;
   ii. Head of Schools;
   iii. Postgraduate Co-ordinators;
   iv. The Graduate Research School; and
   v. Appropriate academic supervisory staff.

d. Vice-President (Research) is responsible for attending regular meetings with the Dean and Deputy Dean of the Graduate Research School to discuss HDR related matters;

e. Vice-President (Research) is responsible for holding regular catch-up meetings with Officers from the Graduate Research School to discuss HDR student engagement;

f. Vice-President (Research) is responsible for liaising with postgraduate HDR representatives to address HDR concerns within UNSW. These include (but are not limited to):
   i. Academic Board HDR representatives;
   ii. Faculty Board HDR representatives; and
   iii. Faculty HDR representatives.

g. Vice-President (Research) is responsible for organising the Arc PGC Research Student and Supervisor Awards in consultation with the President and Graduate Research School; and

h. Vice-President (Research) is responsible for working with the Research Committee Liaison to achieve all of the aforementioned duties.

4.4.2 Chairperson of Research Committee

a. As Chairperson of Research Committee, Vice President (Research) is responsible for co-ordinating HDR-related activities within the Committee. These include (but are not limited to):
   i. Organising educational workshops, panel discussions, or seminars that would benefit postgraduate HDR students (either virtually or in person); and
   ii. Advocating for HDR-related issues as presented by Committee members.

b. The Vice-President (Research) is responsible for appointing Committee members through an inclusive procedure that promotes equity and diversity, as per the Terms of Reference of each Committee;

c. The Vice-President (Research) is responsible for ensuring that the appointed committee has the correct training for the role, is recognized for their contributions, and if possible, allow members to receive AHEGS certification, in consultation with Arc's Administrative Officer and where approved by UNSW;

d. The Vice-President (Research) is also responsible for supervising members of the Research Committee and delegating work to Committee members as needed;

e. The Vice-President (Research) is required to schedule and chair monthly meetings with the Research Committee; and

f. The Vice-President (Research) will carry out any other duty as agreed upon in consultation with the President.

4.5   The Role of the Vice President (Coursework)

Key Responsibilities:
- The Vice-President (Coursework) is responsible for addressing any academic coursework issues presented to the Postgraduate Council;
- The Vice-President (Coursework) is responsible for liaising with academic staff and postgraduate representatives within UNSW to address coursework students' academic concerns; and
- The Vice-President (Coursework) is Chairperson of the Coursework Committee.

4.5.1 Specific Duties of the Vice-President (Coursework)

a. Vice-President (Coursework) will carry out duties as agreed upon in consultation with the President;

b. Vice-President (Coursework) is responsible for addressing any coursework-related issues presented to the Postgraduate Council by postgraduate students. These include (but not limited to):
   i. Attending to any student concerns via the PGC Call-back request form; and
   ii. Attending to any student concerns via direct or indirect communications (e.g. emails).

c. Vice-President (Coursework) is responsible for representing academic coursework issues to appropriate working committees within UNSW. These may include (but are not limited to):
   i. Liaising with the President to present those issues to Arc Board SDC Committee; and

    ii. Liaising with Academic Board representatives to present matters of concern to University Academic Quality Committee (UAQC) and Academic Board Programs Committee (ABPC) committees of UNSW Academic Board.

d. Vice-President (Coursework) is responsible for liaising with key academic staff members to address any academic concerns presented to the Postgraduate Council. These may include (but are not limited to):
    i. Deputy Vice-Chancellor (Academic);
    ii. Deans of Faculties;
    iii. Head of Schools;
    iv. Postgraduate Course Co-ordinators; and
    v. Appropriate academic teaching staff.

e. In consultation with the PGC President and CEO (and where appropriate) the Vice-President (Coursework) is responsible for liaising with the President in attending meetings with the Deputy Vice-Chancellor (Academic) to discuss coursework academic issues;

f. Vice-President (Coursework) is responsible for liaising with postgraduate coursework representatives to address academic concerns within UNSW. These include (but are not limited to):
    i. Academic Board postgraduate representatives; and
    ii. Faculty Board postgraduate representatives

g. Vice-President (Coursework) is responsible for organising the Arc PGC Ambassador and Course Co-Ordinator of the Year Awards in consultation with the President and Deputy Vice-Chancellor (Academic); and

h. Vice-President (Coursework) is responsible for working with the Coursework Committee Liaison to achieve all of the aforementioned duties.

4.5.2 Chairperson of Coursework Committee

a. As Chairperson of Coursework Committee, Vice President (Coursework) is responsible for co-ordinating academic-related activities within the Committee. These include (but are not limited to):
    i. Organising educational workshops or seminars that would benefit postgraduate coursework students (either virtually or in person); and
    ii. Advocating for coursework-related issues as presented by Committee members

b. The Vice-President (Coursework) is responsible for appointing Committee members through an inclusive procedure that promotes equity and diversity, as per the Terms of Reference of each Committee;

c. The Vice-President (Coursework) is responsible for ensuring that the appointed committee has the correct training for the role, is recognized for their contributions, and if possible, allow members to receive AHEGS certification, in consultation with Arc's Administrative Officer and where approved by UNSW;

d. The Vice-President (Coursework) is also responsible for supervising members of the Coursework Committee and delegating work to Committee members as needed;

e. The Vice-President (Coursework) is required to schedule and chair monthly meetings with the Coursework Committee; and

f. The Vice-President (Coursework) will carry out any other duty as agreed upon in consultation with the President.

4.6 The Role of the Vice President (Equity)

Key Responsibilities:
- The Vice-President (Equity) is responsible for representing the interests of key demographics, namely Aboriginal and Torres Strait Islanders, LGBTQIA+, Female-identifying, non-binary identifying, people with disabilities, and any additional minority or disadvantaged groups;
- The Vice-President (Equity) is responsible for liaising with academic staff and postgraduate representatives within UNSW to address equity-related concerns; and
- The Vice-President (Equity) is Chairperson of the Equity, Diversity, and Inclusion (EDI) Committee.

4.6.1 Specific Duties of the Vice-President (Equity)

a. Vice-President (Equity) will provide guidance and support to inquiring postgraduate students about policies, practices and other factors that result in inequitable outcomes and explore and implement evidence-based practices and interventions which lead to equitable outcomes;

b. Vice-President (Equity) is responsible for addressing any equity-related issues presented to the Postgraduate Council by postgraduate students. These include (but are not limited to):
i. Attending to any student concerns via the PGC Call-back request form; and
ii. Attending to any student concerns via direct or indirect communications (e.g. emails).

c. Vice-President (Equity) is responsible for representing equity-related issues to appropriate working committees within UNSW. These may include (but are not limited to):
i. Liaising with the President to present those issues to Arc Board SDC Committee; and
ii. UNSW EDI Committee.

d. Vice-President (Equity) is responsible for liaising with key academic staff members to address any equity-related concerns presented to the Postgraduate Council. These may include (but are not limited to):
i. Deans of Faculties; and
ii. Head of Schools.

e. Vice President (Equity) is responsible for liaising with key student representatives to address equity-related matters including (but not limited to):
i. SRC Women's Officer;
ii. SRC Indigenous Officer;
iii. SRC Queer Officer;
iv. SRC Students with Disabilities Officer;
v. SRC Ethno-cultural Officer; and
vi. SRC Welfare Officer.

f. Vice-President (Equity) is responsible for maintaining a list of key relationships with current details of UNSW and non-UNSW contacts important to the office;

g. Vice-President (Equity) will organise event(s) for major postgraduate introductions such as Postgraduate Orientation week. These events will seek initial engagement with new postgraduates that identify as Aboriginal or Torres Strait Islander, LGBTQIA+, Female, non-binary, having a disability, or are part of any other minority or disadvantaged group;

h. Vice-President (Equity) is responsible for organising an annual Equity event, such as the PGC Tell Me Your Story Cultural Conference, in consultation with the President and relevant Office Bearers;

i. Vice-President (Equity) will summarise all widely recognised "awareness" days at the beginning of each month served. The summaries will be distributed to the President and all Vice-Presidents (Coursework, International and Research) prior to each monthly PGC meeting;

j. Vice-President (Equity) will ensure all willing PGC members are involved during procedural and policy changes to the PGC charter;

k. In consultation with the PGC President and CEO (and where appropriate) the Vice-President (Equity) is responsible for attending meetings with the Deputy Vice-Chancellor (Equity) to discuss equity-related matters; and

l. Vice-President (Equity) is responsible for working with the EDI Committee Liaison to achieve all of the aforementioned duties.

4.6.2 Chairperson of EDI Committee

a. As Chairperson of EDI Committee, Vice President (Equity) is responsible for co-ordinating equity-related activities within the Committee. These include (but are not limited to):
  i. Organising events that promote the knowledge, understanding or interests of postgraduate students who identify as Aboriginal and Torres Strait Islander, LGBTQIA+, female-identifying or people with disability (either virtually or in person); and
  ii. Advocating for equity-related issues as presented by Committee members.

b. Vice-President (Equity) will interact, consult, and elicit new ideas' from EDI Committee members in order to better represent their views, and act proactively to address issues which negatively affect them;

c. Vice-President (Equity) is responsible for appointing Committee members through an inclusive procedure that promotes equity and diversity, as per the Terms of Reference of each Committee;

d. Vice-President (Equity) is responsible for ensuring that the appointed committee has the correct training for the role, is recognized for their contributions, and if possible, allow members to receive AHEGS certification, in consultation with Arc's Administrative Officer and where approved by UNSW;

e. Vice-President (Equity) is also responsible for supervising members of the EDI Committee and delegating work to Committee members as needed;

f. Vice-President (Equity) is required to schedule and chair monthly meetings with the EDI Committee; and

g. Vice-President (Equity) will carry out any other duty as agreed upon in consultation with the President.

4.7 The Role of the Paddington Campus Officer

Key Responsibilities:
- The Paddington Campus Officer is responsible for representing and advocating for Paddington Campus postgraduate students;
- The Paddington Campus Officer is responsible for ensuring that the PGC is aware of Paddington Campus student issues;
- The Paddington Campus Officer must remain engaged with debates around issues affecting students studying at Paddington Campus at all times. However, they must prioritise those issues most relevant to the postgraduate student community of UNSW;
- The Paddington Campus Officer is responsible for maintaining communications with the PGC to enable collaboration on campaigns of relevance to all students based at Paddington campus of the University of New South Wales;
- The Paddington Campus Officer must always advise and consult the Postgraduate Council to ensure that the working committee interest are represented; and
- The Paddington Campus Officer is Chairperson of the Paddington Campus Committee.

4.7.1 Specific Duties of the Paddington Campus Officer

a. The Paddington Campus Officer will represent, advocate, and promote the interests of Paddington Campus postgraduate students to Arc, the Postgraduate Council (PGC) and the wider community.

b. Complete all mandatory training set by Arc, the PGC and UNSW;

c. Host events, workshops and forums in collaboration with other PGC offices. Standards for such events are determined by the PGC;

d. Receive feedback regarding Paddington Campus issues and opportunities through community consultation, to a standard set by the PGC;

e. Recognise that the Paddington Campus postgraduate student voice is the motivating force behind decision making and relay these voices to Arc and the PGC;

f. Schedule feedback meeting each trimester of their serving term with a nominated Arc representative. Such a meeting will discuss the success of past and present goals, and provide an opportunity for the Paddington Campus Officer to raise concerns about support and guidance;

g. Complete tasks assigned by the PGC President as per actions and resolutions of the PGC; and

h. Liaising and collaborating with the relevant Paddington representative(s) on the Student Representative Council.

4.7.2 Chairperson of the Paddington Campus Committee

a. As Chairperson of the Paddington Campus Committee, the Paddington Campus Officer is responsible for coordinating activities for UNSW Paddington students within the Committee. These include (but are not limited to):
   i.   Organising educational workshops, panel discussions, or seminars that would benefit postgraduate Paddington students (either virtually or in person); and
   ii. Advocating for Paddington student issues as presented by Committee members.

b. The Paddington Campus Officer is responsible for appointing Committee members through an inclusive procedure that promotes equity and diversity, as per the Terms of Reference of each Committee;

c. The Paddington Campus Officer is responsible for ensuring that the appointed committee has the correct training for the role, is recognized for their contributions, and if possible, allow members to receive AHEGS certification, in consultation with Arc's Administrative Officer and where approved by UNSW;

d. The Paddington Campus Officer is also responsible for supervising members of the Paddington Campus Committee and delegating work to Committee members as needed;

e. The Paddington Campus Officer is required to schedule and chair monthly meetings with the Paddington Campus Committee; and

f. The Paddington Campus Officer will carry out any other duty as agreed upon in consultation with the President.

4.8 The Role of the Canberra Campus Officer

Key Responsibilities:
- The Canberra Campus Officer shall represent the views and opinions of students based in Canberra Campus;
- The Canberra Campus Officer is responsible for ensuring that the PGC is aware of Canberra Campus student issues;
- Canberra Campus Officer must remain engaged with debates around issues affecting students at all times studying at Canberra Campus. However, they must prioritize those issues most relevant to the postgraduate student community of UNSW;
- The Canberra Campus Officer is responsible for maintaining communications with the PGC to enable collaboration on campaigns of relevance to all students based at Canberra campus of the University of New South Wales;
- The Canberra Campus Officer must always advise and consult Council to ensure that the PGC working committee interest are represented; and
- The Canberra Campus Officer is the Chairperson of the Canberra Campus Committee.

4.8.1 Specific Duties of the Canberra Campus Officer

a. The Canberra Campus Officer will represent, advocate, and promote the interests of Canberra Campus postgraduate students to Arc, the PGC and the wider community;

b. Complete all mandatory training set by Arc, the PGC and UNSW;

c. Host events, workshops and forums in collaboration with other PGC offices. Standards for such events are determined by the PGC;

d. Receive feedback regarding Canberra Campus issues and opportunities through community consultation, to a standard set by the PGC;

e. Recognise that the Canberra Campus postgraduate student voice is the motivating force behind decision making and relay these voices to Arc and the PGC;

f. Schedule feedback meeting each trimester of their serving term with a nominated Arc representative. Such a meeting will discuss the success of past and present goals, and provide an opportunity for the Canberra Campus Officer to raise concerns about support and guidance;

g. Complete tasks assigned by the PGC President as per actions and resolutions of the PGC; and

h. Liaising and collaborating with the relevant Canberra representative(s) on the Student Representative Council.

4.8.2 Chairperson of the Canberra Campus Committee

a. As Chairperson of the Canberra Campus Committee, the Canberra Campus Officer is responsible for coordinating activities for UNSW Canberra students within the Committee. These include (but are not limited to):
  i. Organising educational workshops, panel discussions, or seminars that would benefit postgraduate Canberra students (either virtually or in person); and
  ii. Advocating for Canberra student issues as presented by Committee members.

b. The Canberra Campus Officer is responsible for appointing Committee members through an inclusive procedure that promotes equity and diversity, as per the Terms of Reference of each Committee;

c. The Canberra Campus Officer is responsible for ensuring that the appointed committee has the correct training for the role, is recognized for their contributions, and if possible, allow members to receive AHEGS certification, in consultation with Arc's Administrative Officer and where approved by UNSW;

d. The Canberra Campus Officer is also responsible for supervising members of the Canberra Campus Committee and delegating work to Committee members as needed;

e. The Canberra Campus Officer is required to schedule and chair monthly meetings with the Canberra Campus Committee; and

f. The Canberra Campus Officer will carry out any other duty as agreed upon in consultation with the President.

5   The Role of the Committee Liaisons

The specific roles and responsibilities of the Committee Liaisons (Research, Coursework, Equity, International) include (but are not limited to):

a. All such roles and responsibilities of Office Bearers as detailed in Section 3;

b. Committee Liaisons will act as second-in-command and support the chair of the respective Postgraduate Committee Chairs (VPs);

c. In the absence of the Postgraduate Committee Chairs (VPs), the Committee Liaisons will fulfil the duties of the Postgraduate Committee Chairs (VPs) as Acting Postgraduate Committee Chairs (VPs); and

d. Provide guidance and strategic advice regarding the deliverables of the Committee.

5.1 Specific Duties of the Committee Liaisons

a. The Committee Liaison is responsible for performing any duties or function imposed on the PGC Committee by the Postgraduate Committee Chairs (VPs); and

b. The Committee Liaison is responsible for assisting the Chair in coordinating and attending monthly Committee meetings.

5.2 Deputy Chairperson of PGC Committees

a. As deputy Chairperson of PGC Committee, the Committee Liaison is responsible in assisting the Postgraduate Committee Chairs (VPs) to co-ordinate related activities within the Committee. These include (but are not limited to):
i. Organising Appropriate workshops or seminars that would benefit postgraduate coursework students (either virtually or in person); and
ii. Assisting in advocating for issues as presented by Committee members.

b. The Committee Liaison is responsible in assisting the appointment of Committee members through an inclusive procedure that promotes equity and diversity;

c. The Committee Liaison is responsible for ensuring that all relevant information about Postgraduate Council activities and services is regularly and effectively communicated to all Committee members.

d. The Committee Liaison is responsible for conducting all necessary administrative duties within the PGC Committee. These include (but are not limited to):
i. Preparing and distributing Committee meeting agenda and minutes; and
ii. Managing Committee PGC events calendar in consultation with the Chair (VP).

6 General Roles and Responsibilities of the Committees

The Committees are responsible for addressing issues and opportunities related to either research, coursework and international students, or equity, diversity and inclusion at UNSW. They will advise their respective chair on issues, undertake work delegated by the chair, respond to matters referred to it by the community, and to consult with relevant academic administration to promote the mission of the PGC. The committees will ensure that the PGC represents all students equally and fairly. Each committee has specific roles and responsibilities set out in their respective Terms of Reference.

7   PGC Meetings

7.1   Frequency

Meetings of the PGC shall be held once a month and at least 9 times in a year. Meeting times will be decided at the discretion of the President, in consultation with all Office Bearers.

7.2   Cycle

The monthly cycle for PGC meetings is:

ITEM	DAY
Reports finalised and sent to the General Secretary	1
Agenda finalised by President	2
All papers circulated to PGC meeting attendees	2
PGC meeting	9
Draft minutes sent to President	18
Draft minutes sent to attendees	23

This is an indicative cycle, which needs to be tailored to each meeting. Papers that are not circulated to PGC meeting attendees by 2pm on the day prior to a PGC meeting will not be considered at the PGC meeting unless permitted by a majority of the Postgraduate Council.

7.3   Chair and Conduct

PGC meetings shall be chaired by the President. If the President is an apology for the meeting or not present within 15 minutes after the time appointed for the holding of that meeting, the General Secretary shall assume this role for the duration of the meeting.

The Chair of the meeting will determine the degree of formality required at each meeting while maintaining the decorum of such meetings. As such, the Chair will:
- Ensure that all Office Bearers are heard;
- Retain sufficient control to ensure that the authority of the Chair is recognised – this may require a degree of formality to be introduced when it is required to make progress;
- Take care that the decisions are properly understood and well recorded; and
- Ensure that decisions and debate are completed with a formal resolution recording the conclusions reached.

7.4   Apologies and Attendance at Meetings

The quorum for PGC meetings is a simple majority of the current PGC Office Bearers (excluding vacancies).

Office Bearers are required to attend all meetings of the PGC unless there are exceptional circumstances that prevent them from doing so. Should an Office Bearer be unable to attend a meeting, apologies should be forwarded to the President and General Secretary as soon as practicable, and at least 24 hours before the meeting, with details as to the circumstances that prevent their attendance.

Non-attendance without an apology will be deemed to be an absence from the meeting. If an Office Bearer is absent for two (2) meetings then the President must ask for an explanation before considering dismissal of the member from the PGC.

Office Bearers will be permitted to attend meetings via video or teleconference, with prior arrangement and approval from the President.

7.5   PGC Meeting Agenda

An agenda will be prepared for each PGC meeting by the President. The PGC meeting agenda will be as prescribed within the Charter.

7.6   PGC Papers

PGC papers must state whether any recommendation is to the Arc Board Student Development Committee (then on to Board) or is to be approved by the PGC. Recommendations to the Board will go to the Board with the President's report, unless the PGC decides otherwise. Issues for the Board are dealt with by the Board according to the Board's agenda.

7.6.1 Issue Papers and Decisions of the PGC

There are three types of issue papers:

- **Matter for Noting:** These are items for the PGC to be aware of; however they are not discussed during the meeting unless they are flagged for discussion;
- **Matter for Discussion:** Issues that are put forth that are not asking for a decision but feedback on particular points. They generally are issues that have reached a point where further guidance by the PGC is required to continue; and
- **Matter for Decision:** Issues that are put forth with a recommendation; it is being suggested that a decision is made on these items at this meeting

There are four types of decisions that the PGC may make:

- **Recommendation to the Board (via the Student Development Committee):** This may be used on any issue relevant to the PGC. The President will take the issue to the next Board meeting, unless the PGC requests another Board member to present the issue to the Board. The recommendation may need to pass through a subcommittee of the Board before being presented to the Board;
- **Resolution of the Council:** The PGC may agree to a resolution to an issue which is binding;
- **Action:** The PGC may direct an action is taken. Implementation is usually the responsibility of the President; however, the action may be directed at another Office Bearer or Committee Liaison; and
- **Note:** The PGC may note an issue. No further action is taken.

7.6.2 PGC Minutes

Minutes will contain a brief reference to relevant PGC papers tabled, plus the official resolution adopted by the Postgraduate Council. All decisions will be recorded in the minutes by means of a formal resolution. The exact wording of the resolution will be recorded in the minutes and whether the resolution was carried or defeated, but will not contain the number of votes. Postgraduate Council voting members who dissent may ask to have their decisions noted in the minutes.

Minutes will be prepared in draft form by the Board Administration Assistant or Vice President and provided to the President for review. Once the draft minutes have been approved by the President, the President will circulate the draft minutes to all Office Bearers and Committee Liaisons. The Board Administration Officer will maintain a complete set of PGC papers at Arc's premises. These papers are maintained both for the organisation as a whole and the members of PGC individually.

7.6.3 Matters arising from the minutes

These items will normally cover any point from the previous minutes about which any attendee requires further information, or a progress report, and which will not be raised in the main body of the meeting.

7.6.4 President's Report

For every PGC meeting the President shall prepare a report. This report will contain:

- Relevant issues for PGC consideration or information;
- Meetings attended in capacity of President and outcomes; and
- Any other significant items.

7.6.5 Officer Reports

For every PGC meeting Officers shall prepare a report. This report may contain:

- Any meetings attended relevant to their department or Committee in their capacity as a member of PGC;
- Past activities or initiatives with updates of any outcomes or participation statistics;
- Outcomes of department or Committee meetings;
- Any issues for consideration or information;
- Upcoming or planned campaigns or activities; and
- Any other significant items.

7.7 Emergency contact procedures

As there is the occasional need for urgent decisions, Members of PGC should leave with the President or Board Administration Assistant any contact details, either for themselves or for a person who knows their location, so that all Members of PGC can be contacted within twenty-four hours, in the event that a 'circulating resolution' or other business is required.

8 Office Bearer Induction

New Members of the PGC will undergo a full induction into their role on the PGC. Information conveyed to the new Office Bearers shall include (but is not limited to):

- A copy of this PGC Charter, Arc Regulations, Constitution and Allowance Policy;
- The handover document prepared by the relevant outgoing Office Bearer;
- Details of the roles and responsibilities with an outline of the qualities required to be a successful Committee Liaisons;
- Background information on, and contact information for, key people in the organisation including an outline of their roles and responsibilities;
- An overview of Arc; and
- An overview of the Postgraduate Council.

9 Dispute Resolution Procedure

Elected members of the PGC are subject to the Policies and Procedures of Arc. In the event of a grievance within the PGC, the escalation process for each relevant grievance is outlined below and should be followed by Office Bearers. These steps are a guideline of the actions to be taken, however, the individual circumstances and severity of each case may result in immediate escalation.

Individual Office Bearers and/or Committees should not apply their own Grievance Resolution Procedures regarding matters disclosed below, unless written discretion is provided by the PGC President regarding informal resolutions.

Members of the PGC may contact the Arc Executive Officer should they have any queries or require assistance with the below processes.

9.1 Issues Relating to WHS and Safety

a. Informal resolution with the person(s) involved, if appropriate, will be reached with the relevant Office Bearers;

b. Matter reported in writing to Arc WHS Committee (whsrepcommitee@arc.unsw.edu.au) or Arc HR (hr@arc.unsw.edu.au) for resolution; and

c. Matter escalated to the Arc CEO for any appeals.

9.2 Procedural Issues or Disputes Relating to the Operational Functioning of the PGC

a. Informal resolution with the person(s) involved, if appropriate, will be reached with the relevant Office Bearers;

b. Matter reported in writing to the PGC President for resolution. Should the PGC President be a party to the dispute, or the complainant be uncomfortable reporting the matter to the PGC President, the matter may be reported to the General Secretary or escalated to the Arc Executive Officer. Where the issue is reported to the PGC President or General Secretary they shall follow the below steps (or skip ahead where relevant);
   i. Attempt an informal resolution if appropriate;

    ii. Provide recommendation or determine a resolution (if appropriate within the scope of their role) including but not limited to:
- Requesting action(s) or deliverable(s) from Office Bearers
- Setting deadlines
- Training
- Issuing warnings
- Escalation

c. Matter escalated and reported in writing to Arc via the Executive Officer;
    i. A secure record of all reports will be maintained by Arc. Escalation to Arc's Executive Officer may subsequently involve seeking advice from:
- Arc Legal
- Arc HR
- Other appropriate body for determining required action(s).

    ii. Appeals may be submitted to the Arc Chair of the Board for consideration.

9.3 Issues Relating to Bullying, Harassment, Discrimination or Other Misconduct

a. Informal resolution with the person(s) involved, if appropriate, based on the severity of the issue;

b. Matter reported in writing to the PGC President for resolution. Should the PGC President be a party to the grievance, or the complainant is uncomfortable reporting the matter to the PGC President, the matter may be reported to the General Secretary or escalated to the Arc Executive Officer. Where the issue is reported to the PGC President or General Secretary, they shall follow the below steps (or skip ahead where relevant);
    i. Attempt an informal resolution if appropriate;
    ii. Provide advice or recommendation for next steps;
    iii. Determine a resolution (if appropriate and within the scope of their role);

c. Matter escalated and reported in writing to Arc via the Executive Officer;
    i. A secure record of all reports will be maintained by Arc. Escalation to Arc's Executive Officer may subsequently involve seeking advice from:
- Arc Legal
- Arc HR
- Other appropriate body for determining required action(s).

    ii. Appeals may be submitted to the Arc Chair of the Board for consideration;
    iii. Arc reserves the right to refer the incident to internal or external mediation and/or onto UNSW Misconduct if identified appropriate.

9.4 Outcomes

According to the severity of the grievance, outcomes may include (but are not limited to):

a. Official (written) warning;

b. Further training;

c. Referral to internal or external mediation;

    d. Suspension of allowance and/or removal from the Council following the dispute resolution process;

    e. Reporting onto UNSW Misconduct if identified appropriate

In no circumstance will a member of the PGC other than the President formally receive or adjudicate a dispute between PGC members, with the exception of 5.2b and 5.3b above.

The PGC President has the authority to remove a PGC member, if:
- Following the relevant dispute resolution process, the PGC member continues to not fulfill their duties;
- Following the relevant dispute resolution process, the PGC member has continued to breach the relevant Safer Spaces Policy and/or PGC Charter;

Arc may remove a PGC member if:
- If found by Arc to have acted contrary to the Arc Code of Conduct, Arc Policies and/or Procedures, or Section 3.3 of the UNSW Student Code of Conduct;
- Following an Arc investigation into serious misconduct, if proven;
- Otherwise deemed necessary after relevant consultation with Arc Legal and/or Arc Board.

10 Conduct of Officers, Committee Liaisons, and Committee Members

At all times, regardless of their status as a UNSW student, Officers, Committee Liaisons, and Committee members are required to:

    a. Act honestly and in good faith;

    b. Not improperly use their position or information obtained in their position (for example for personal gain);

    c. Exercise care and diligence in their duties and in dealings with members of Arc @ UNSW;

    d. Observe standards of equity and respect in dealing with every member of the University community;

    e. Not act in any manner likely to bring the PGC into disrepute;

    f. Comply with the directions given under authority of this Charter, the Regulations or the Constitution;

    g. Behave in accordance with the standards set for Arc Staff and Affiliates in the Arc Code of Conduct;

    h. Acknowledge and sign any required governance and/or conduct paperwork with regards to remaining on the Council after ceasing to be a UNSW Student;

11 Committee Terms of Reference

As an Appendix to this Charter, the Committee Terms of Reference for the Research Committee, Coursework Committee, ISE Committee, EDI Committee, and MEM Committee are included. These documents are to be used to guide the conduct and operation of the Committees. The Committee

members must also abide by the principles and procedures set out in this Charter as they are members of the PGC.

12 Changes to this Charter

This PGC Charter is not a static document. It can be amended at any time by the PGC by resolution. This Charter should be reviewed annually.

Version	Date	Author	Approval	Sections modified	Details of amendments
[1.0]	18/8/11	PGC	PGC, Board		This is a new policy
[2.0]	16/7/13	PGC	PGC, Board		Councillor Rights & Responsibilities, Dispute Resolution Procedure
[3.0]	12/11/13	PGC	PGC, Board		Role of the Women's Officer added
[4.0]	14/4/14	Chair of Nominations & Remuneration Subcommittee	Board	Section 3	Insertion of 3.6 Apologies and Attendance at Meetings
[5.0]	21/9/15	PGC	Board	Section 2,3,4,6	Updated amendments to each section listed.
[6.0]	16/8/16	PGC	PGC, Board	Sections 2.1, 2.4.1, 2.4.2, 3.2, 3.6.2	General updates and amendments as listed. 2.1 Inclusion of the Student Representative forum members. 2.4.1 Removal of 'Student Development Department' and PGC Collectives/Departments. 2.4.2/ 3.2/ 3.6.2 Updates to VP duties.

[7.0]	07/11/2019		Board	Sections 2.3, 2.4.1, 2.4.2, 3.4, 3.6.5, 5	2.3. Addition of leave of absence clause and limit on number and duration of multiple roles 2.4.1 Update to President role to ensure accountability for expenditure; 3.4 Update to meeting attendance procedure 2.4.3. addition to VP role for ensuring accountability of the PGC members 3.6.5. Addition of councillor reports ensuring accountability 5. Amendments to the procedure of Dispute Resolution
[8.0]	25 May 2021	PGC	BOARD	Section 2.1 Section 6 Section 2.9	Minor changes Add g & h New clause: The role of the Paddington Campus Officer Bearer
[9.0]	17 August 2021	PGC	BOARD	Entire document, primarily Sections 1 & 2	Changes reflecting Board approved PGC Restructure, namely: Removal of Councillor A & B Positions Removal of Womens & Events Officer Positions Introduction of Committee Liaison Positions Introduction of Canberra Officer Vice President now known as General Secretary Remaining Officers now known as Vice Presidents Terminology throughout amended to reflect the above. Updated Roles & Responsibilities for all positions Introduction of structured subcommittees

				Insert Appendixes Terms of Reference	
10.0	18 November 2021	PGC, Board	Board	Section 5 (whole)	Amendment to the Role of the PGC to include relationship with Arc. Update the Grievance Resolution Procedure to align with Arc's Procedure.
11.0	31 August 2022	PGC	Board	Section 2.4 & 6	Changes to allow students to remain on PGC beyond their change of or finalisation of enrolment and that any changes to their enrolment status be raised with PGC. Updated conduct to include the above students.
12.0	22 March 2023	Board	Board	Section 2.4	Addition of reference to filling vacancies (Section 9.5 of the Arc Regulations).
13.0	30 August 2023	Nominations & Remunerations Subcommittee	Board	Section 2.5.1.1	Addition to the PGC President's duties to sit on the UNSW Level 1 Health, Safety & Environment Committee.
14.0	20 Nov 2024	PGC	Board	Throughout	Removal of ex-officio members towards quorum to hold meeting. Addition of Paddington and Canberra Committees Delineation between VP and CL position responsibilities Alignment with SRC Dispute Resolution Process Minor corrections and alignments with best practices.

Arc @ UNSW Postgraduate Council
Equity, Diversity and Inclusion (EDI) Committee Terms of Reference

1   Purpose of the Committee

The EDI Committee is responsible for addressing issues and opportunities related to Equity, Diversity and Inclusion at UNSW. This committee will advise the VP Equity of such issues, undertake work delegated by the VP Equity, respond to matters referred to it by the community, and to consult with relevant academic administration to promote equity, diversity and inclusion. The committee will ensure that the PGC represents all students equally and fairly. An overarching goal of the committee is to promote values which promote equity, diversity and inclusion in all actions and decisions across the university.

2   Roles and Responsibilities

2.1   The EDI Committee will act as an operational arm to the mission of the PGC and VP Equity:
2.1.1   Host and organise events which promote community engagement, professional development, and skill development of all Students
2.1.2   Perform outreach activities to broaden the Committees' perspective on the issues and opportunities faced by Students
2.1.3   Conduct community consultation to inform decisions made by the committee, as well as the PGC, and raise awareness on the mission of the PGC
2.1.4   Work with other bodies and arms of the University and Arc to promote the interests of Students
2.1.5   Act as a role model to champion principles of equity, diversity, and inclusion in all aspects of the Student cohort
2.1.6   Undertake other activities as allocated by the Chair

2.2   The EDI Committee will act as advisors to the VP Equity and the PGC:
2.2.1   Advise the VP Equity and PGC on all issues, opportunities and needs related to all postgraduate students
2.2.2   Identify improvements to University or Arc policy which can improve the overall experience and outcomes of all postgraduate students, and report them to the VP Equity
2.2.3   Contribute to the overall strategic development of the PGC and the its mission
2.2.4   Provide advice and perspectives on issues faced by diverse and underrepresented groups within the Student cohort
2.2.5   Participate in meetings with university stakeholders as determined and organised by the Chair.

3   Composition and Structure

The EDI Committee will consist of the following members:

Member	Status
VP Equity (Chair)	Ex-officio

Equity Committee Liaison (Deputy Chair)	Ex-officio
President	Ex-officio
General Secretary	Ex-officio
2x Representatives from the Faculty of Science	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Engineering	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Medicine	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Law	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Arts, Design and Architecture	Appointed by Chair and Deputy Chair
2x Representatives from the Business School	Appointed by Chair and Deputy Chair

The composition of the EDI Committee aims to represent the entire postgraduate cohort, welcoming postgraduate students from all faculties, identities, and backgrounds. At least one member of each of the Faculty appointed representatives must identify as female or non-binary. At least one member of the committee must identify as Aboriginal and/or of Torres Strait Island origin.

The Chair may appoint external advisors to the Committee. The purpose of the external advisors is to provide advice and guidance to the Committee as required and can either join as a visitor or as an appointed member, as determined by the Chair. A quorum for the Committee shall be 50% of the membership plus one. Decisions made by the Board are expected to be resolved on a consensus basis, where all members (excluding visitors) are voting members. A motion will be passed by simple majority on a show of hands.

4   Meetings and Attendance

The Committee will normally meet monthly, 12 times during the tenure of the elected PGC, where the schedule of meetings will be created by the General Secretary in consultation with the Chair. The Chair may convene additional meetings with reasonable notice where required. Each member of the committee will be required to attend > 75% of meetings, evaluated after the first 6 months. If a member is unable to attend, that member, after sending apologies and with approval from the Chair, can elect an alternative member from the same cohort and delegation to attend the meeting in their place.

5   Reporting

The EDI Committee is an operational and advisory committee to the VP Equity and more broadly to the PGC. Minutes, outcomes, and actionable items from each Committee meeting will be provided to the PGC by the Chair. The Committee may make recommendations to the Chair who may take them to the Postgraduate Council.

6 Review

The Committee will review the Terms of Reference for the EDI Committee annually, aligning them to the mission and objectives of the PGC. Recommended amendments to the Terms of Reference will be presented to the PGC, who have the authority to approve and amend the Terms of Reference of this Committee.

Arc @ UNSW Postgraduate Council
Coursework Committee Terms of Reference

1   Purpose of the Committee

The Coursework Committee is responsible for addressing selected issues and opportunities related to coursework postgraduate students at UNSW. This committee will advise the VP Coursework of such issues, undertake work delegated by the VP Coursework, respond to matters referred to it by Coursework Students and the community, and to consult with relevant academic administration on issues related to Coursework Students. The overarching goal of this committee is to create community and broad engagement amongst coursework students and advocate on their behalf with the PGC.

2   Roles and Responsibilities

2.1   The Coursework Committee will act as an operational arm to the mission of the PGC and VP Coursework:

2.1.1   Host and organise events which promote recognition of achievements, community engagement, professional development, and skill development of all Coursework Students

2.1.2   Perform outreach activities to broaden the Committees' perspective on the issues and opportunities faced by Coursework Students

2.1.3   Conduct community consultation to inform decisions made by the committee, as well as the PGC, and raise awareness on the mission of the PGC

2.1.4   Work with other bodies and arms of the University and Arc to promote the interests of Coursework Students

2.1.5   Act as a role model to champion principles of equity, diversity, and inclusion in all aspects of the Coursework Student cohort

2.1.6   Undertake other activities as allocated by the Chair

2.2   The Coursework Committee will act as an advisor to the VP Coursework and the PGC:

2.2.1   Advise the VP Coursework and PGC on all issues, opportunities and needs related to Coursework Students

2.2.2   Identify improvements to University or Arc policy which can improve the overall experience and of Coursework Students, and report them to the VP Coursework

2.2.3   Contribute to the overall strategic development of the PGC to the mission

2.2.4   Provide advice and perspectives on issues faced by diverse faculties within the Coursework Student cohort

2.2.5   Participate in meetings with university stakeholders as determined and organised by the Chair in consultation with the President.

3   Composition and Structure

The Coursework Committee will consist of the following members:

Member	Status
VP Coursework (Chair)	Ex-officio

Coursework Committee Liaison (Deputy Chair)	Ex-officio
President	Ex-officio
General Secretary	Ex-officio
2x Representatives from the Faculty of Science	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Engineering	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Medicine	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Law	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Arts, Design and Architecture	Appointed by Chair and Deputy Chair
2x Representatives from the Business School	Appointed by Chair and Deputy Chair

The composition of the Coursework Committee aims to represent the entire postgraduate cohort, welcoming postgraduate students from all faculties, identities, and backgrounds. All members must be UNSW enrolled postgraduate coursework students. At least one member of each of the Faculty appointed representatives must identify as female or non-binary. At least one member of the committee must identify as Aboriginal and/or of Torres Strait Island origin.

The Chair may appoint external advisors to the Committee. The purpose of the external advisors is to provide advice and guidance to the Committee as required and can either join as a visitor or as an appointed member, as determined by the Chair. A quorum for the Committee shall be 50% of the membership plus one. Decisions made by the Board are expected to be resolved on a consensus basis, where all members (excluding visitors) are voting members. A motion will be passed by simple majority on a show of hands.

4   Meetings and Attendance

The Committee will normally meet monthly, 12 times during the tenure of the elected PGC, where the schedule of meetings will be created by the General Secretary in consultation with the Chair. The Chair may convene additional meetings with reasonable notice where required. Each member of the committee will be required to attend > 75% of meetings, evaluated after the first 6 months. If a member is unable to attend, that member, after sending apologies and with approval from the Chair, can elect an alternative member from the same cohort and delegation to attend the meeting in their place.

5   Reporting

The Coursework Committee is an operational and advisory committee to the VP Coursework and more broadly to the PGC. Minutes, outcomes, and actionable items from each Committee meeting will be provided to the PGC by the Chair. The Committee may make recommendations to the Chair who may take them to the Postgraduate Council.

6   Review

The Committee will review the Terms of Reference for the Coursework Committee annually, aligning them to the mission and objectives of the PGC. Recommended amendments to the Terms of Reference will be presented to the PGC, who have the authority to approve and amend the Terms of Reference of this Committee.

Arc @ UNSW Postgraduate Council
International Student Engagement Committee Terms of Reference

1   Purpose of the Committee

The International Student Engagement (ISE) Committee is responsible for addressing selected issues and opportunities related to international postgraduate students at UNSW. This committee will advise the VP International of such issues, undertake work delegated by the VP International, respond to matters referred to it by International Students and the community, and to consult with relevant academic administration on issues related to International Students. The overarching goal of this committee is to create community and broad engagement amongst International Students and advocate on their behalf with the PGC.

2   Roles and Responsibilities

2.1   The ISE Committee will act as an operational arm to the mission of the PGC and VP International:

2.1.1   Host and organise events which promote community engagement, professional development, and skill development of all International Students

2.1.2   Perform outreach activities to broaden the Committees' perspective on the issues and opportunities faced by International Students

2.1.3   Conduct community consultation to inform decisions made by the committee, as well as the PGC, and raise awareness on the mission of the PGC

2.1.4   Work with other bodies and arms of the University and Arc to promote the interests of International Students

2.1.5   Act as a role model to champion principles of equity, diversity, and inclusion in all aspects of the International Student cohort including those from diverse cultural backgrounds and religions

2.1.6   Engage with other cultural societies at UNSW

2.1.7   Undertake other activities as allocated by the Chair

2.2   The ISE Committee will act as an advisor to the VP International and the PGC:

2.2.1   Advise the VP International and PGC on all issues, opportunities and needs related to International Students

2.2.2   Identify improvements to University or Arc policy which can improve the overall experience and outcomes of International Students, and report them to the VP International

2.2.3   Contribute to the overall strategic development of the PGC and its mission.

2.2.4   Provide advice and perspectives on issues faced by diverse faculties within the International Student cohort.

2.2.5   Participate in meetings with university stakeholders as determined and organised by the Chair.

3   Composition and Structure

The International Student Engagement Committee will consist of the following members:

Member	Status

VP International (Chair)	Ex-officio
International Committee Liaison (Deputy Chair)	Ex-officio
President	Ex-officio
General Secretary	Ex-officio
2x International Representatives from the Faculty of Science	Appointed by Chair and Deputy Chair
2x International Representatives from the Faculty of Engineering	Appointed by Chair and Deputy Chair
2x International Representatives from the Faculty of Medicine	Appointed by Chair and Deputy Chair
2x International Representatives from the Faculty of Law	Appointed by Chair and Deputy Chair
2x International Representatives from the Faculty of Arts, Design and Architecture	Appointed by Chair and Deputy Chair
2x International Representatives from the Business School	Appointed by Chair and Deputy Chair

The composition of the ISE Committee aims to represent the entire postgraduate cohort, welcoming postgraduate students from all faculties, identities, and backgrounds. All members must be UNSW enrolled international postgraduate students. At least one member of each of the Faculty appointed representatives must identify as female or non-binary. At least one member of the committee must identify as Aboriginal and/or of Torres Strait Island origin.

The Chair may appoint external advisors to the Committee. The purpose of the external advisors is to provide advice and guidance to the Committee as required and can either join as a visitor or as an appointed member, as determined by the Chair. A quorum for the Committee shall be 50% of the membership plus one. Decisions made by the Board are expected to be resolved on a consensus basis, where all members (excluding visitors) are voting members. A motion will be passed by simple majority on a show of hands.

4 Meetings and Attendance

The Committee will normally meet monthly, 12 times during the tenure of the elected PGC, where the schedule of meetings will be created by the General Secretary in consultation with the Chair. The Chair may convene additional meetings with reasonable notice where required.

Each member of the committee will be required to attend > 75% of meetings, evaluated after the first 6 months. If a member is unable to attend, that member, after sending apologies and with approval from the Chair, can elect an alternative member from the same cohort and delegation to attend the meeting in their place.

5 Reporting

The ISE Committee is an operational and advisory committee to the VP International and more broadly to the PGC. Minutes, outcomes, and actionable items from each Committee meeting will be provided to the PGC by the Chair. The Committee may make recommendations to the Chair who may take them to the Postgraduate Council.

6   Review

The Committee will review the Terms of Reference for the ISE Committee annually, aligning them to the mission and objectives of the PGC. Recommended amendments to the Terms of Reference will be presented to the PGC, who have the authority to approve and amend the Terms of Reference of this Committee.

Arc @ UNSW Postgraduate Council
Marketing, Editorial & Media Committee Terms of Reference

1   Purpose of the Committee

The Marketing, Editorial & Media (MEM) Committee is responsible for delivering all promotional material needed for the successful execution of Postgraduate Council activities and mission goals. This committee will advise the General Secretary, undertake work delegated by the General Secretary, and liaise with appropriate Arc Marketing and UNSW Student Engagement and Communications staff. The overarching goal of this committee is to broadly engage the postgraduate community and promote the activities of the Postgraduate Council through marketing-related mediums.

2   Roles and Responsibilities

2.1   The MEM Committee will act as an advisor to the General Secretary and the PGC:
2.1.1   Advise the General Secretary and PGC on all marketing-related matters
2.1.2   Contribute to the overall awareness of the PGC and its mission among the postgraduate community
2.1.3   Participate in meetings with Arc Marketing, UNSW Student Engagement and Student Communications staff members as determined and organised by the Chair

2.2   The MEM Committee will act as an operational arm to the mission of the PGC:
2.2.1   Publish monthly PGC Newsletters sent to all Arc-registered postgraduate students
2.2.2   Publish PGC-related activities and matters via multiple social media outlets (I.e. Facebook, Instagram, WeChat, YouTube, and LinkedIn)
2.2.3   Maintain PGC website with regular updates and information
2.2.4   Manage PGC Eventbrite page with up-to-date PGC hosted events
2.2.5   Work with other bodies and arms of the University and Arc to increase awareness of PGC among the postgraduate community
2.2.6   Act as a role model to champion principles of equity, diversity, and inclusion
2.2.7   Undertake other activities as allocated by the Chair

3   Composition and Structure

The MEM committee will consist of the following members:

Member	Status
General Secretary	Chair
President	Ex-officio
2x Copywriters (written content)	Appointed by Chair and Deputy Chair
2x Social media content creators (promotional assets)	Appointed by Chair and Deputy Chair

2x Photographers	Appointed by Chair and Deputy Chair
2x Videographers	Appointed by Chair and Deputy Chair
2x Social media editors	Appointed by Chair and Deputy Chair

The composition of the MEM Committee aims to represent the entire postgraduate cohort, welcoming postgraduate students from all faculties, identities, and backgrounds. At least one member of each of the paired appointed representatives must identify as female or non-binary. At least one member of the committee must identify as Aboriginal and/or of Torres Strait Island origin.

The Chair may appoint external advisors to the Committee. The purpose of the external advisors is to provide advice and guidance to the Committee as required and can either join as a visitor or as an appointed member, as determined by the Chair. A quorum for the Committee shall be 50% of the membership plus one. Decisions made by the Board are expected to be resolved on a consensus basis, where all members (excluding visitors) are voting members. A motion will be passed by simple majority on a show of hands.

4   Meetings and Attendance

The Committee will normally meet monthly, 12 times during the tenure of the elected PGC, where the schedule of meetings will be created by the General Secretary in consultation with the Chair. The Chair may convene additional meetings with reasonable notice where required.

Each member of the committee will be required to attend > 75% of meetings, evaluated after the first 6 months. If a member is unable to attend, that member, after sending apologies and with approval from the Chair, can elect an alternative member from the same cohort and delegation to attend the meeting in their place.

5   Reporting

The MEM Committee is an operational and advisory committee to the General Secretary and more broadly to the PGC. Minutes, outcomes, and actionable items from each Committee meeting will be provided to the PGC by the Chair. The Committee may make recommendations to the Chair who may take them to the Postgraduate Council.

6   Review

The Committee will review the Terms of Reference for the MEM Committee annually, aligning them to the mission and objectives of the PGC. Recommended amendments to the Terms of Reference will be presented to the PGC, who have the authority to approve and amend the Terms of Reference of this Committee.

Arc @ UNSW Postgraduate Council
Research Committee Terms of Reference

1   Purpose of the Committee

The Research Committee is responsible for addressing selected issues and opportunities related to research students at UNSW. This committee will advise the VP Research of such issues, undertake work delegated by the VP Research, respond to matters referred to it by Research Students and the community, and to consult with relevant academic administration on issues related to Research Students. The overarching goal of this committee is to create community and broad engagement amongst research students and advocate on their behalf with the PGC.

2   Roles and Responsibilities

2.1   The Research Committee will act as an operational arm to the mission of the PGC and VP Research:

2.1.1   Host and organise events which promote recognition of achievements, community engagement, professional development, skill development of all Research Students

2.1.2   Perform outreach activities to broaden the Committees' perspective on the issues and opportunities faced by Research Students

2.1.3   Conduct community consultation to inform decisions made by the committee, as well as the PGC, and raise awareness on the mission of the PGC

2.1.4   Work with other bodies and arms of the University and Arc to promote the interests of Research Students

2.1.5   Act as a role model to champion principles of equity, diversity, and inclusion in all aspects of the Research Student cohort

2.1.6   Undertake other activities as allocated by the Chair

2.2   The Research Committee will act as an advisor to the VP Research and the PGC:

2.2.1   Advise the VP Research and PGC on all issues, opportunities and needs related to Research Students

2.2.2   Identify improvements to University or Arc policy which can improve the overall experience and outcomes of Research Students, and report them to the VP Research

2.2.3   Contribute to the overall strategic development of the PGC and its mission

2.2.4   Provide advice and perspectives on issues faced by diverse faculties within the Research Student cohort

2.2.5   Participate in meetings with university stakeholders as determined and organised by the Chair.

3   Composition and Structure

The Research Committee will consist of the following members:

Member	Status
VP Research (Chair)	Ex-officio

Research Committee Liaison (Deputy Chair)	Ex-officio
President	Ex-officio
General Secretary	Ex-officio
2x Representatives from the Faculty of Science	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Engineering	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Medicine	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Law	Appointed by Chair and Deputy Chair
2x Representatives from the Faculty of Arts, Design and Architecture	Appointed by Chair and Deputy Chair
2x Representatives from the Business School	Appointed by Chair and Deputy Chair

The composition of the Research Committee aims to represent the entire postgraduate cohort, welcoming postgraduate students from all faculties, identities, and backgrounds. All members must be UNSW enrolled Higher Degree Research students. At least one member of each of the Faculty appointed representatives must identify as female or non-binary. At least one member of the committee must identify as Aboriginal and/or of Torres Strait Island origin.

The Chair may appoint external advisors to the Committee. The purpose of the external advisors is to provide advice and guidance to the Committee as required and can either join as a visitor or as an appointed member, as determined by the Chair. A quorum for the Committee shall be 50% of the membership plus one. Decisions made by the Board are expected to be resolved on a consensus basis, where all members (excluding visitors) are voting members. A motion will be passed by simple majority on a show of hands.

4   Meetings and Attendance

The Committee will normally meet monthly, 12 times during the tenure of the elected PGC, where the schedule of meetings will be created by the General Secretary in consultation with the Chair. The Chair may convene additional meetings with reasonable notice where required.
Each member of the committee will be required to attend > 75% of meetings, evaluated after the first 6 months. If a member is unable to attend, that member, after sending apologies and with approval from the Chair, can elect an alternative member from the same cohort and delegation to attend the meeting in their place.

5   Reporting

The Research Committee is an operational and advisory committee to the VP Research and more broadly to the PGC. Minutes, outcomes, and actionable items from each Committee meeting will be provided to the PGC by the Chair. The Committee may make recommendations to the Chair who may take them to the Postgraduate Council.

6   Review

The Committee will review the Terms of Reference for the Research Committee annually, aligning them to the mission and objectives of the PGC. Recommended amendments to the Terms of Reference will be presented to the PGC, who have the authority to approve and amend the Terms of Reference of this Committee.

Arc @ UNSW Postgraduate Council
Paddington Campus Committee Terms of Reference

1   Purpose of the Committee

The Paddington Campus Committee is responsible for addressing selected issues and opportunities related to Paddington students at UNSW. This committee will advise the Paddington Campus Officer of such issues, undertake work delegated by the Paddington Campus Officer, respond to matters referred to it by Paddington students and the community, and to consult with relevant academic administration on issues related to Paddington students. The overarching goal of this committee is to create community and broad engagement amongst Paddington students and advocate on their behalf with the PGC.

2   Roles and Responsibilities

2.1   The Paddington Campus Committee will act as an operational arm to the mission of the PGC and Paddington Campus Officer

2.1.1   Host and organise events which promote recognition of achievements, community engagement, professional development, skill development of all Paddington Students

2.1.2   Perform outreach activities to broaden the Committees' perspective on the issues and opportunities faced by Paddington Students

2.1.3   Conduct community consultation to inform decisions made by the committee, as well as the PGC, and raise awareness on the mission of the PGC

2.1.4   Work with other bodies and arms of the University and Arc to promote the interests of Paddington students

2.1.5   Act as a role model to champion principles of equity, diversity, and inclusion in all aspects of the Paddington student cohort

2.1.6   Undertake other activities as allocated by the Chair

2.2   The Paddington Campus Committee will act as an advisor to the Paddington Campus Officer and the PGC:

2.2.1   Advise the Paddington Campus Officer and PGC on all issues, opportunities and needs related to Paddington students

2.2.2   Identify improvements to University or Arc policy which can improve the overall experience and outcomes of Paddington Students, and report them to the Paddington Campus Officer

2.2.3   Contribute to the overall strategic development of the PGC and its mission

2.2.4   Provide advice and perspectives on issues faced by diverse faculties within the Paddington student cohort

2.2.5   Participate in meetings with university stakeholders as determined and organised by the Chair.

3   Composition and Structure

The Paddington Campus Committee will consist of the following members:

Member	Status
Paddington Campus Officer (Chair)	Ex-officio

President	Ex-officio
General Secretary	Ex-officio
4x Paddington Representatives	Appointed by Chair

The composition of the Paddington Campus Committee aims to represent the entire postgraduate Paddington cohort, welcoming postgraduate students from all identities and backgrounds. All appointed members must be UNSW enrolled postgraduate students whose primary course/controlling school is based at Paddington Campus. At least one appointed member must identify as female or non-binary.

The Chair may appoint external advisors to the Committee. The purpose of the external advisors is to provide advice and guidance to the Committee as required and can either join as a visitor or as an appointed member, as determined by the Chair. A quorum for the Committee shall be 50% of the membership plus one. Decisions made by the Paddington Campus Committee are expected to be resolved on a consensus basis, where all members (excluding visitors) are voting members. A motion will be passed by simple majority on a show of hands.

4   Meetings and Attendance

The Committee will normally meet monthly, 12 times during the tenure of the elected PGC, where the schedule of meetings will be created by the General Secretary in consultation with the Chair. The Chair may convene additional meetings with reasonable notice where required.

Each member of the committee will be required to attend > 75% of meetings, evaluated after the first 6 months. If a member is unable to attend, that member, after sending apologies and with approval from the Chair, can elect an alternative member from the same cohort and delegation to attend the meeting in their place.

5   Reporting

The Paddington Campus Committee is an operational and advisory committee to the Paddington Campus Officer and more broadly to the PGC. Minutes, outcomes, and actionable items from each Committee meeting will be provided to the PGC by the Chair. The Committee may make recommendations to the Chair who may take them to the Postgraduate Council.

6   Review

The Committee will review the Terms of Reference for the Paddington Campus Committee annually, aligning them to the mission and objectives of the PGC. Recommended amendments to the Terms of Reference will be presented to the PGC, who have the authority to approve and amend the Terms of Reference of this Committee.

Arc @ UNSW Postgraduate Council
Canberra Campus Committee Terms of Reference

1   Purpose of the Committee

The Canberra Campus Committee is responsible for addressing selected issues and opportunities related to Canberra students at UNSW. This committee will advise the Canberra Campus Officer of such issues, undertake work delegated by the Canberra Campus Officer, respond to matters referred to it by Canberra students and the community, and to consult with relevant academic administration on issues related to Canberra students. The overarching goal of this committee is to create community and broad engagement amongst Canberra students and advocate on their behalf with the PGC.

2   Roles and Responsibilities

2.1   The Canberra Campus Committee will act as an operational arm to the mission of the PGC and Canberra Campus Officer

2.1.1   Host and organise events which promote recognition of achievements, community engagement, professional development, skill development of all Canberra Students

2.1.2   Perform outreach activities to broaden the Committees' perspective on the issues and opportunities faced by Canberra Students

2.1.3   Conduct community consultation to inform decisions made by the committee, as well as the PGC, and raise awareness on the mission of the PGC

2.1.4   Work with other bodies and arms of the University and Arc to promote the interests of Canberra students

2.1.5   Act as a role model to champion principles of equity, diversity, and inclusion in all aspects of the Canberra student cohort

2.1.6   Undertake other activities as allocated by the Chair

2.2   The Canberra Campus Committee will act as an advisor to the Canberra Campus Officer and the PGC:

2.2.1   Advise the Canberra Campus Officer and PGC on all issues, opportunities and needs related to Canberra students

2.2.2   Identify improvements to University or Arc policy which can improve the overall experience and outcomes of Canberra Students, and report them to the Canberra Campus Officer

2.2.3   Contribute to the overall strategic development of the PGC and its mission

2.2.4   Provide advice and perspectives on issues faced by diverse faculties within the Canberra student cohort

2.2.5   Participate in meetings with university stakeholders as determined and organised by the Chair.

3   Composition and Structure

The Canberra Campus Committee will consist of the following members:

Member	Status

Canberra Campus Officer (Chair)	Ex-officio
President	Ex-officio
General Secretary	Ex-officio
4x Canberra Representatives	Appointed by Chair

The composition of the Canberra Campus Committee aims to represent the entire postgraduate Canberra cohort, welcoming postgraduate students from all identities and backgrounds. All appointed members must be UNSW enrolled postgraduate students whose primary course/controlling school is based at Canberra Campus. At least one appointed member must identify as female or non-binary.

The Chair may appoint external advisors to the Committee. The purpose of the external advisors is to provide advice and guidance to the Committee as required and can either join as a visitor or as an appointed member, as determined by the Chair. A quorum for the Committee shall be 50% of the membership plus one. Decisions made by the Canberra Campus Committee are expected to be resolved on a consensus basis, where all members (excluding visitors) are voting members. A motion will be passed by simple majority on a show of hands.

4   Meetings and Attendance

The Committee will normally meet monthly, 12 times during the tenure of the elected PGC, where the schedule of meetings will be created by the General Secretary in consultation with the Chair. The Chair may convene additional meetings with reasonable notice where required.

Each member of the committee will be required to attend > 75% of meetings, evaluated after the first 6 months. If a member is unable to attend, that member, after sending apologies and with approval from the Chair, can elect an alternative member from the same cohort and delegation to attend the meeting in their place.

5   Reporting

The Canberra Campus Committee is an operational and advisory committee to the Canberra Campus Officer and more broadly to the PGC. Minutes, outcomes, and actionable items from each Committee meeting will be provided to the PGC by the Chair. The Committee may make recommendations to the Chair who may take them to the Postgraduate Council.

6   Review

The Committee will review the Terms of Reference for the Canberra Campus Committee annually, aligning them to the mission and objectives of the PGC. Recommended amendments to the Terms of Reference will be presented to the PGC, who have the authority to approve and amend the Terms of Reference of this Committee.

Handover Document for Arc Student Leaders

Name:	
Student Body:	Arc Board / SRC / PGC / IRC
Position Held:	Chair of X / President / Vice President / Officer / Counsellor A or B
Dates/Term:	
Contact Details:	Email Address / Mobile

This document should be completed the month prior to your term ending and the new term commencing, however we do recommend you review and add to it throughout your term to make it easier and to make sure you don't forget anything pertinent.
 It provides space for you to pass on any top-tips, knowledge gained and words of wisdom to your successor. [Remove any sections that are not applicable to your role or student body].

CONGRATULATIONS & WELCOME!

[Write something welcoming and encouraging to excite them about their role and the student body itself]

[NAME OF POSITION]

Your Role

[Outline any expectations, duties, responsibilities etc that may not necessarily be listed in the Charter / Role Description. Any common themes / issues, top tips, surprises?]

[Student Body] Meetings

What do they need to know about meetings? What role do they play and how can they be better prepared? Is there anything they need to be conscious of?

THE LAST 12 MONTHS

Highlights:

[Key wins or highlights of the last 12 months / term. These can be personal or organisational. Include things that contributed to the success or highlight, and any tips for future]

Challenges:

[Key challenges (whether resolved or ongoing) of the last 12 months / term. Include things that could have been done differently / recommendations for future. Also include any challenges that you predict may arise.]

Important Motions/Issues:

[Outline any important motions you passed or issues you worked on during your term. Include any relevant information that might not be outlined in relevant papers. Include links to research or papers where relevant, as well as any steps taken, recommendations or relevant information for the future]

Motion/Issue	Link to Information	Relevant Information

E.g: Closure of the Whitehouse	<link to papers>	You may get questions or complaints about the WH closure. Defer all official comments to the Chair of the Board or CEO. However for your information, it was a very difficult decision, made based on current climate (COVID, lease negotiations, finances). Arc is committed to pursuing new opportunities for student offerings and spaces on campus.
Amalgamation of SRC & ADSC	<link to motion>	SRC did have reservations regarding the amalgamation and the potential lack of representation it would create. However the ADSC Representatives attended an SRC meeting and explained the benefits of the amalgamation. Additional clauses were included in the Charter and new Position Descriptions to address concerns and ensure both autonomy of budget and representation of Paddington Campus.

Learnings / Things I wish I knew earlier:
1. One
2. Two
3. Three

THE FUTURE / YOUR TERM

Working with the rest of the [Student Body]
[Include any top tips for working with the rest of the group]

Upcoming Actions or Ongoing Projects
[If your student body / committee has a current Action List – include it below. If no official action list, include any potential actions / upcoming actions below. You should also outline relevant information, future steps, recommendations or people to consult with etc]

Action	Timeline	Relevant Information
Honoraria Review	Must occur in September 2021	During COVID 2020, all Student Leader honoraria was reduced by 20%. The motion included a mandatory review of this reduction in September 2021. Things to consider: - Since the reduction, the SRC & ADSC have folded and new positions on the SRC and PGC have been created. The honoraria review will need to include a recommendation for the 'tier' of the new positions.
CEO Evaluation Process	Start at the end of 2021, finalise by March 2022.	This process fell through the cracks in 2020/2021 and should be commenced at the end of 2021 to enable a smooth process in early 2022. Notes: - Discuss the timeline and process with the

		CEO prior to commencing any staff surveys or evaluations - Leigh Dunlop is a great Board Member to consult with regarding the process, given her HR expertise. - If you have any questions regarding the process (see X policy), reach out to the EO or Admin Officer as a first step.
Arc Investment Policy	Ideally, end of 2021	This has been in the works for over 4 years, hoping to implement by end of 2021. Link to relevant doc: x BJ Glover & Shelley Valentine are across this.

Regular UNSW and/or Stakeholder Meetings

[Overview of the regular meetings you attended. Include general information or links to planning documents, as well as any tips & tricks, what role you played in the meetings, any tips for dealing with the Facilitator e.g. The PVC likes to receive an Exec summary prior t the meeting. Also please any current issues/asks/projects/iniativies.

Meeting & Key Attendees	Frequency	Why you attend	Key Projects/Initiatives/Asks and tips.
e.g. DVCEDI Eileen Baldry	Monthly	Provide updates on EDI issues within the relevant student community. Collaborate on events and iniatiives Consult on key University projects e.g. Respect Now Always	Agenda points required 5 days prior to meeting. Current ask for funding for co presented EDI Panel.

Important Events and Activities

[Overview of the different events and activities you held. Include general information or links to planning documents, as well as any tips & tricks, lessons learned, and key contacts]

Event / Activity	Date(s)	Relevant Information	Key Contacts
PGC Tell Me Your Story	April – TBC	Event supported by UNSW EDI and Arc. Intention is to continue this event annually as a PGC Flagship event.	Venue@arc.unsw.edu.au for all Roundhouse bookings M.McBurnie@arc.unsw.edu.au

		- Refer to X Document for all information regarding event planning	for all things promotion and marketing
Board Retreat	May or June	Various sessions need to be planned and facilitated. Begin planning for this early. Templates for previous years' sessions can be found here: xxx The retreat can be used to hold discussions about recent topics / issues. Consider whether relevant.	Shelley Valentine & Joelle Barallon

ADMINISTRATION

General Admin

[All documents are stored here X. Recommended reading X. Make sure you submit X by X. Make sure to consult with X prior to X]

Affiliations or Memberships

[Do you have any affiliations or memberships to be aware of? Are there any annual fees involved? Annual event(s)? Rules or reporting required? Is there a primary contact? Are there any recommended memberships or affiliations you would like to include?]

Emails and Social Media (Logins & Links)

Platform	Login	Password
Facebook		
Other Social Media		
Membership Organisation (NUS etc)		

Important Contacts (Internal & External)

[Anyone that you found helpful during your term. Keep the "Notes" clean.]

Name	Position & Organisation	Contact	Notes
Indelle Scott	Assistant to Prof. Merlin Crossley (UNSW)	i.scott@unsw.edu.au	Great contact for setting meetings with Merlin
Joelle Barallon	Executive Officer @ Arc	j.barallon@arc.unsw.edu.au	All things regulations, papers, policies & processes

Important Documents and Resources (incl. Training)
[Link any documents or resources that you referred to regularly (or perhaps wish that you had). Include any websites, newsletters, courses or training etc that you found useful]
Budgets
[Budgets and submitting expenses etc will be covered in the overall induction for your student body. However, if you have any additional information or tips, include them here]
Charter/Terms of Reference
[Review the Charter or Terms of Reference for your student body, with regards to YOUR position or subcommittee, and highlight any changes or recommendations you would have for amendments. Is there anything that is irrelevant? Is there anything additional that you would recommend including?]

OTHER IMPORTANT INFORMATION
[Anything that doesn't fall into the above categories]