



### **Administrator**

Books venues for meetings and events

Gathers and sends out agenda before executive meetings

Takes minutes at executive meetings and distributes them

Is the primary signatory on the bank account

Keeps a clear record of financial transactions

Develops and maintains an annual budget

Is responsible for securing funding and grants

Maintains clear communication channels with the Club Development Officer

Is responsible for administering the email account and sending emails to members

### **Welfare Officer**

Runs and supports events and initiatives that support postgraduate student wellbeing

Maintains a good relationship with OUSA Student Support and the Graduate Wellbeing Coach

Is the primary organisational contact for postgraduate student welfare concerns

Is informed on university policy around student rights and adjacent support services

Is informed on equity issues faced by postgraduate students

### **Professional Development Officer**

Runs and supports events and initiatives that offer networking and professional development opportunities for postgraduate students

Maintains a good relationship with the Graduate Research School and the Career Development Centre

Establishes working relationships with groups and individuals outside the university that support career and academic development

### **Community Liaison Officer**

Runs and supports events and initiatives that facilitate social engagement for postgraduate students

Oversees the running of the annual Postgraduate Ball

Establishes working relationships with relevant community groups to support postgraduate students

Facilitates regular postgraduate morning tea sessions



### **Humanities Representative**

Is a postgraduate student in the Humanities division

Maintains relationships with Humanities postgraduate class reps and affiliated Humanities clubs

Liaises with Humanities postgraduate students and represent their concerns in OPA and on campus

Facilitate communication with academic leadership in the Humanities division on student issues

### **Science Representative**

Is a postgraduate student in the Science division

Maintains relationships with Humanities postgraduate class reps and affiliated Science clubs

Liaises with Science postgraduate students and represent their concerns in OPA and on campus

Facilitate communication with academic leadership in the Science division on student issues

### **Health Science Representative**

Is a postgraduate student in the Health Science division

Maintains relationships with Health Science postgraduate class reps and affiliated Health Science clubs

Liaises with Health Science postgraduate students and represent their concerns in OPA and on campus

Facilitate communication with academic leadership in the Health Science division on student issues

### **Commerce Representative**

Is a postgraduate student in the Commerce division

Maintains relationships with Commerce postgraduate class reps and affiliated Commerce clubs

Liaises with Commerce postgraduate students and represent their concerns in OPA and on campus

Facilitate communication with academic leadership in the Commerce division on student issues