

**University of Melbourne Student Union**

**Advisory Groups Policy**

**Adopted by Students' Council on Tuesday 9 April 2013**

**Last amended by the Students' Council on Tuesday 17 December 2013**

**Preamble**

The Students' Council adopted the Change Management Plan on 18 December 2012. This plan saw a significant change to the operations of the University of Melbourne Student Union (UMSU). A number of services that had previously been run by Melbourne University Student Union Ltd. (MUSUL) were transferred to UMSU. These included namely cultural services. The Change Management Plan also made the recommendation of establishing Student Advisory Groups for each of these newly established divisions within UMSU, those being Advocacy and Legal, Arts and Entertainment, and Communications and Marketing.

This policy outlines the function and operation of those groups. A fourth grouping, Clubs and Volunteering is proposed to be created in 2013 to organise student representatives, clubs and societies, and volunteering services. An advisory group for this division will be established at that point.

**Purpose and Function of the Advisory Groups**

- 1.1 There are three Advisory Groups representing the three divisions within UMSU, those being:
  - a) Advocacy and Legal ;
  - b) Arts and Entertainment; and
  - c) Communications and Marketing.
- 1.2 The function of the Advisory Groups is to:
  - 1.2.1 provide feedback from student representatives and other students to inform staff activity;
  - 1.2.2 ensure a constant link between staff and student representatives;
  - 1.2.3 allow students and staff to collaborate on events, programs and campaigns; and
  - 1.2.4 encourage student representatives to utilise the services within Union House.
- 1.3 Any resolutions adopted by the Advisory Group are non-binding, but serve to inform and advise both student representatives and staff.
- 1.4 An Advisory Group may make a recommendation to the Students' Council or relevant committee for review.
- 1.5 The Advisory Groups are to act in an advisory capacity between student representatives and staff and have no capacity to direct staff members.
- 1.6 The Advisory Groups are made up of student representatives and staff members and are open for all students to attend.

**Advocacy and Legal Advisory Group**

- 2.1 The terms of reference for the Advocacy and Legal Advisory Group are:
  - a) to provide feedback and advice on student experience of the Advocacy & Legal Services;

- b) to provide feedback and advice on current issues for students that are relevant to the provision of the Advocacy & Legal Service;
- c) to provide feedback and advice on current issues for students that are relevant to the support provided to elected student representatives by the Advocacy & Legal Service; and
- d) to identify opportunities for staff and student representative collaboration.

2.2 Membership of the Advocacy and Legal Advisory Group consists of:

- 2.2.1 2 representatives elected by and from the Education Committee;
- 2.2.2 2 representatives elected by and from the Welfare Committee;
- 2.2.3 2 representatives elected by and from the Disabilities Committee;
- 2.2.4 2 representatives elected by and from the UMSU International Central Committee;
- 2.2.5 Education (Academic Affairs) Officer(s);
- 2.2.6 Indigenous Officer(s);
- 2.2.7 Welfare Officer(s);
- 2.2.8 Disabilities Officer(s);
- 2.2.9 President, UMSU;
- 2.2.10 General Secretary, UMSU;
- 2.2.11 President, UMSU International;
- 2.2.12 Vice-President (Education and Welfare), UMSU International; and
- 2.2.13 Members of the Student Representative Network.

**Arts and Entertainment Advisory Group**

3.1 The terms of reference for the Arts and Entertainment Advisory Group are:

- a) To provide feedback and advice on student experience of the Arts and Entertainment Division;
- b) To provide feedback on events and activities run by the division;
- c) To provide feedback and advice on student engagement with the division
- d) To provide feedback and advice on current issues for students that are relevant to the provision of the Arts and Entertainment Division;
- e) To provide feedback and advice on current issues for students that are relevant to the elected student representatives by the Arts and Entertainment Division; and
- f) To identify opportunities for staff and student representative collaboration.

3.2 Membership of the Arts and Entertainment Advisory Group consists of:

- 3.2.1 2 representatives elected by and from the Arts Committee;
- 3.2.2 2 representatives elected by and from the Activities Committee;
- 3.2.3 2 representatives elected by and from the UMSU International Committee;
- 3.2.4 Activities Officer(s);
- 3.2.5 Creative Arts Officer(s);
- 3.2.6 Media Officer(s);
- 3.2.7 Campus Coordinator, VCAMSA;
- 3.2.8 President, UMSU;
- 3.2.9 General Secretary, UMSU;
- 3.2.10 President, UMSU International; and
- 3.2.11 Vice President (Cultural and Social), UMSU International.

## **Communications and Marketing Advisory Group**

4.1 The terms of reference for the Communications and Marketing Advisory Group are:

- g) To provide feedback and advice on student experience of the Communications and Marketing Division;
- h) To provide feedback on Student Union Orientation Programmes;
- i) To provide feedback and advice on ways of communication with students, including but not limited to, the use of social media, the website, and print media;
- j) To provide feedback and advice on current issues for students that are relevant to the elected student representatives by the Communications and Marketing Division; and
- k) To identify opportunities for staff and student representative collaboration.

4.1 Membership of the Communications and Marketing Advisory Group consists of:

- 4.1.1 1 representative elected by and from each UMSU Committee;
- 4.1.2 UMSU International Publicity and Media Officers;
- 4.1.3 Media Officer(s);
- 4.1.4 Activities Officer(s)
- 4.1.5 Creative Arts Officer(s);
- 4.1.6 Indigenous Officer(s);
- 4.1.7 Clubs and Societies Officer(s);
- 4.1.8 President, UMSU;
- 4.1.9 Secretary, UMSU;
- 4.1.10 President, UMSU International; and
- 4.1.11 Communications Director, UMSU International.

## **Operation of the Advisory Groups**

5.1 The Advisory Groups will meet twice per semester.

5.2 Each Division Manager will act as the Executive Officer to the Advisory Group relevant to their division, and be responsible for:

- 5.2.1 Calling meetings and giving notice to members;
- 5.2.2 Ensuring that accurate minutes are taken; and
- 5.2.3 Maintaining an attendance record of each meeting.

5.3 The President, UMSU or General Secretary, UMSU shall report back to Students' Council on the Advisory Groups, and the relevant Office Bearers shall report back to their committees.