

A3D Student Committee Charter

Mission Statement

The A3D student committee's fundamental goal is to be a channel for two-way communication between students at each node and the A3D executive committee. The student committee aims to address any issues or concerns the student body may have while working and researching as a member of the A3D community. We also aim to foster a supportive environment where students can find additional resources that further their career and study goals, whether that be in academia or in industry. We explicitly aim to support and promote a healthy work-life balance as part of this role. In order to achieve some of these aims, the student committee will help foster collaboration and community between students within and across nodes by organising dedicated A3D student sessions and events.

Type of Committee

This committee meets regularly, with frequency dictated by the A3D executive committee meetings. Normally the A3D executive committee meets in the last week of each month, with this committee's meeting falling in the week following. Additional meetings can be called by any member if needed.

Officially, this committee has no budget. If funding is required to conduct an aspect of the student committee's business, a written application should be sent to the executives and defended by the chair in the following executive meeting.

Membership

The number of committee members is dictated by the number of A3D nodes with sufficient students to constitute a representative. At the time of writing, this committee has 7 A3D nodes with student representatives (Australian National University, Macquarie University, University of Sydney, Swinburne University, University of Melbourne, Curtin University & University of Western Australia). This committee is comprised of at least one representative from each A3D node.

Any outgoing members should advertise at their node for a replacement. If more than one expression of interest is received, the student committee will vote on which of the applicants to appoint to the committee.

Once conferred, all members of the committee have the right to vote on the election of roles and passing motions.

Committee Roles/ Positions

Chairperson

The chairperson is responsible for being the spokesperson between this committee and the A3D executives and will endeavour to attend all executive meetings. If the chair cannot attend a particular executive meeting, they should nominate an ordinary member as a replacement for that month.¹

The chairperson should organise with the secretary the timing of the student committee meetings to occur after the meeting of the executives. It is the role of the chair to lead the meetings.

After the chairperson has held the position for a year, a new call should open to allow other members to step into the role. An internal call for nominations occurs, and the student committee then votes to appoint a chair.

Secretary

The secretary is responsible for sending out the agenda and associated logistics (i.e., Zoom links) at least 24 hrs before a meeting, taking minutes during meetings and distributing these to members following the meeting. They are also responsible for reviewing this document regularly and amending it if/as the committee's practices change.

After the secretary has held the position for a year, a new call should open to allow other members to step into the role. An internal call for nominations occurs, and the student committee then votes to appoint a secretary.

Ordinary Member

Each A3D node has a representative who by default will be an ordinary member of the student committee (unless they are the Chair or Secretary). It is the role of all members to enquire at their individual nodes about any issues that should be raised and bring these to the monthly student committee meeting. Each member should endeavour to attend the monthly student committee meeting and if the regular meeting time is not possible, they should notify the Secretary to change the time. If in extraordinary circumstances a member is unable to attend, an apology should be sent to the Secretary for that month, with any issues that have been raised at their node.

¹ To avoid having a situation arise where there is no one to attend the exec meeting, the committee may decide to have someone designated as the first point of contact when replacing the chair at the exec meeting (i.e., a “backup exec meeting attendee”).

In the lead-up to special events or when actioning particular items, the chair may assign ordinary members with additional temporary roles, with clear responsibilities outlined. Once agreed upon, the ordinary member should endeavour to fulfil all the requirements of that role.

Activities, Duties and Responsibilities

Before the monthly student committee meeting, all members are required to enquire at their individual nodes about any issues that should be raised, either just with the student committee or with the executives themselves. If any concerns are raised which can be resolved by the committee, the committee should endeavour to do so.

A3D holds two annual national meetings; the science meeting and the annual retreat. It is standard practice at these meetings to have at least a couple of hours designated as a student-only session. These student-only sessions are meant for A3D students across all nodes to have the opportunity to not only build potential collaborations but also engage in lectures and discussions with speakers of a variety of expertise. It is the responsibility of the student committee to organise activities for this session. Generally, the committee will set out to inquire about the potential topics of interest or activities A3D students would like to be covered in these sessions, at least three months prior to the event. In the lead-up to these events, the chair will delegate tasks to all members of the student committee in order to organise this. It is expected that all members contribute equally to planning these events, and it is the responsibility of the chair to ensure this. Interim roles assigned while planning these sessions could include academic liaison, treasurer (if granted a budget), social event coordinator, etc. These positions can be held by more than one member, are only temporary and should only require a commitment of a couple of months.

The committee may also be instructed to perform additional tasks not outlined above by the executive committee. It is the responsibility of the chair to delegate jobs between members to undertake these tasks. If it is likely that this task will become a regular addition to the responsibilities of the student committee, the secretary should amend this document to outline the additional tasks and how they will be conducted.

Standard Committee Procedures

As stated above the committee will meet most months in the week following the executive meeting. Currently, these meetings are scheduled for the Thursday following the executive meeting at 5 pm AEST (3 pm AWST), but this is subject to change at the discretion of the Chair and Secretary.

The template agenda of these regular meetings are as follows:

- Attendees and apologies
- Revision of last month's minutes and update on any action items (Secretary)
- Update from exec meeting (Chair)
- Any feedback/ issues from the nodes (all members)
- Upcoming events (if any)
- Any other business

The agenda is sent out to all members by the secretary at least 24hrs before the meeting and members are invited to contribute any business to the agenda in that time.

Any decision that is made by the committee should have the support of the majority of members in attendance at that meeting.

This charter was written by Jennifer Hardwick, Marcie Mun and Caro Derkenne and approved by the committee on 29th September 2022. This charter was last updated on 4th October 2022.



Committee Chairperson



Committee Secretary

Current Members and their roles:

Name	Representatives' Institution	Role
Marcie Mun	ANU	Secretary
Caro Derkenne	Macquarie	Backup Exec meeting attendee
Yifan Mai	Uni of Sydney	Ordinary Member
Antonia Fernandez	Swinburne	Ordinary Member
Balu Sreedhar	Uni of Melbourne	Ordinary Member
Jaiden Cook	Curtin	Ordinary Member
Jennifer Hardwick	UWA	Chair