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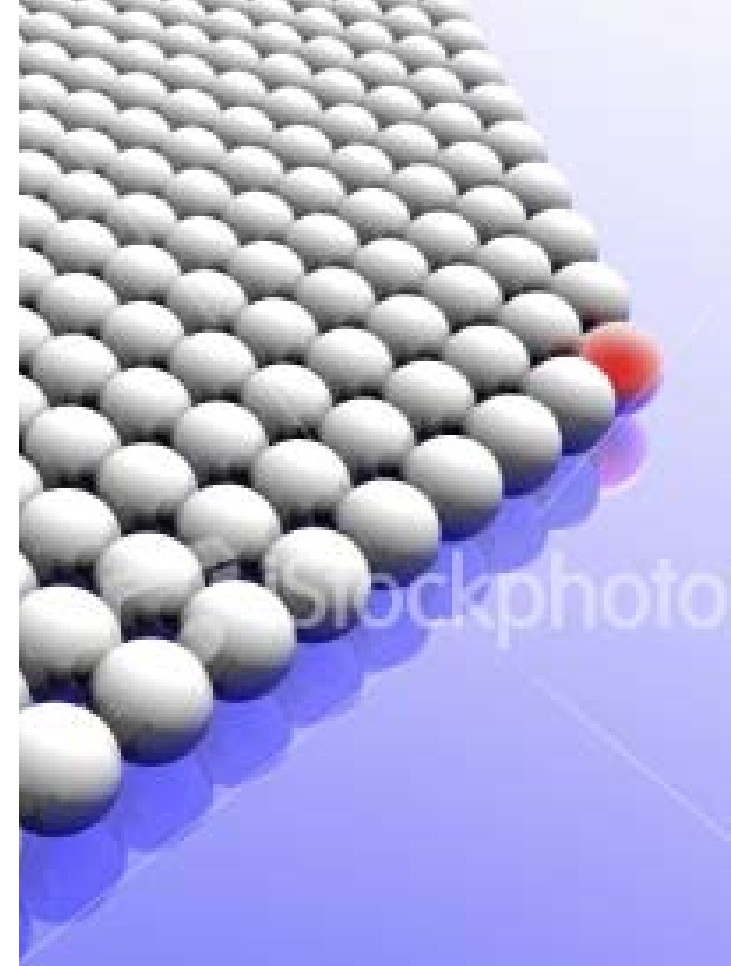
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or visit our website at

[www.adm.monash.edu.au/managers/](http://www.adm.monash.edu.au/managers/)



# Managers' Association

[www.adm.monash.edu.au/managers/](http://www.adm.monash.edu.au/managers/)



# Monash University Managers' Association

Do you regard yourself as a professional manager? If so, then you know that in order to succeed you must be able to deal effectively with many diverse issues and juggle a large number of competing priorities. In an environment as complex as Monash University, this means understanding a plethora of policies and procedures, negotiating a maze of interconnected organisational structures, and learning a detailed "Who's Who" of key contacts. Of course you could find a way to do this on your own, but wouldn't it be easier with a little help from your friends?

## If your answer is "yes", then join the Managers' Association!

We are a collective of professional managers from the administrative and faculty-based departments of Monash University. Our aim is to promote co-operation, to facilitate communication, and to participate in appropriate decision and policy-making activities of the university. We meet monthly, to provide a forum for communication and interchange of ideas on a wide range of operational and managerial issues. Meetings are regularly addressed by guest speakers from key areas of the university.

Because of its broad cross-section of membership and depth experience in university issues, the Association is often able to provide valuable feedback to senior managers on a range of matters.

The Association also organises special forums on a number of topics that affect the members and provides input to various committees and working groups throughout the university.

### Association objectives

- To promote co-operation and interchange of ideas on operational and managerial issues;
- To contribute to continuous improvement within the university;

- Actively to seek participation on appropriate decision and policy-making committees of the university; and
- To provide a collegial forum to foster the development of management expertise.

### Eligibility

- Membership criteria are flexible, but in general membership is open to all general staff in management positions anywhere in the university. Most members are appointed at HEW-8 or above. In general only one member of an organisational unit is eligible for membership at any one time.
- Visitors and/or observers may be invited to attend meetings from time to time.

### Meetings and activities

- Managers' Association meetings are held on the second Wednesday of each month (February – December), usually at the Clayton campus, although occasionally meetings are held at other venues or campuses. Each meeting focuses on an issue of importance to members, either through a workshop co-ordinated by a small group of members, or through a presentation by an invited guest speaker. For a copy of the program please contact either the Chair or the Secretary (details below).
- Meetings also serve as a valuable networking opportunity for members, to share and compare experiences and concerns with others in similar positions, and also to meet key staff in other areas.
- Interested members regularly participate in a variety of other university-wide committees, focus groups and working parties across a broad range of operational and management issues, and report back to the Association. These members represent the Association and provide a source of two-way communication and feedback between members and the university's senior management.
- Social events are also held from time to time, to provide opportunities for less formal communication and interchange of ideas amongst members from different areas.

### Cost

- The membership fee is currently \$20 per annum, plus GST if applicable.

# Monash University Managers' Association

## Application for membership

Please complete all the details below, and forward this application by internal mail or fax to the Secretary (details above). If you are unable to find a seconder within your own area, please contact the Secretary to discuss possible alternatives.

### Applicant

Name:

Position:

Faculty/Division:

School/Department/Section etc:

HEW Level:

Email:

Telephone:

Fax:

I prefer to pay my membership fee by:

IDN (\$20, GST-exempt)

Cost centre:

Fund:

Cash or cheque (\$22 including GST)

### Seconded by (current member of Managers Association)

Name:

Date:

