
ROLES & RESPONSIBILITIES

SRC Job Descriptions



JOB DESCRIPTION

Position: Campus Representative
Reports to: Accountable to students via the AUTSA President and Student Representative Council
Duration of term: 1st January to 31st December 2019

Note: The role of the Campus Representative is a voluntary position that is remunerated through a performance-based honoraria payment. The role requires a commitment of a minimum of three hours per week.

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Purpose of position:

To liaise with the students on your Campus, keeping the Student Representative Council informed of their perspectives and relevant issues.

Principal Accountabilities:

To adhere to and act in accordance with the AUTSA Constitution and AUTSA Policies and Procedures.

- Your primary responsibility as Campus Representative is to represent all students of AUT; and in particular all students of your Campus at AUT.
- Facilitate communication of your Campus issues between students and the AUTSA Student Representative Council
- To familiarise yourself with the services that AUTSA provides and the effective operation and functioning of the Association.
- Attend all Student Representative Council meetings (generally every month) and any other meetings of committees that you sit on.
- Be fully informed with matters of importance before the Student Representative Council and to read all relevant papers before meetings.

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- Ensure that you are fully informed with the proceedings of any meeting that you are unable to attend. Inform the President or Vice President a minimum of 12 hours in advance if you are unable to attend a meeting.
 - Monitor the situation of all students on your Campus with regards to any issues within AUT, and make recommendations for action to the Student Representative Council as necessary.
 - Work in conjunction with the AUTSA Events Manager to help organise at least one event per semester that caters to the needs of students on your Campus at AUT.
 - Assist wherever possible at official AUTSA activities.
 - Aid the President and Student Representative Council members wherever needed.
 - Represent students at any committees that deal predominantly with student issues on your Campus.
 - Be available for at least two hours for general Student Representative Council duties each week, an hour of which is allocated to meet with students in relation to your Campus.
 - Present four reports per year to the Student Representative Council outlining the current situation for students on your Campus at AUT, your work, progress, initiatives, achievement and recommendations to the Student Representative Council.
 - Maintain regular contact with the President with regards to any issues relating to your Campus.

YOU CAN EXPECT:

- The support and advice of the AUTSA President, Vice President
- To be allowed to question the actions of the President, Vice President and other Student Representative Council members.
- To be able to bring any questions regarding the actions of staff to the attention of the President and have any such questions dealt with adequately via appropriate channels.
- To have the opportunity to apply for performance based honoraria payments of up to \$1500 annually to the Student Representative Council, as per current Governance Board Policy.
- To be consulted on issues affecting or likely to affect students at AUT.
- To have the opportunity to travel to conferences within New Zealand related to your Campus portfolio.

JOB DESCRIPTION

Position: Faculty Representative
Reports to: Accountable to students via the AUTSA President and the Student Representative Council
Duration of term: 1st January to 31st December 2019

Note: The role of the Faculty Representative is a voluntary position that is remunerated through a performance-based honoraria. The role requires a commitment of a minimum of three hours per week.

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Purpose of position:

To liaise with the students in your Faculty, keeping the Student Representative Council informed of their perspectives and relevant issues.

Principal Accountabilities:

To adhere to and act in accordance with the AUTSA Constitution and AUTSA Policies and Procedures.

- Your primary responsibility as a Faculty Representative is to represent all students at AUT, and in particular all students of your Faculty at AUT.
- Facilitate communication of faculty issues between students and the AUTSA Student Representative Council
- To familiarise yourself the services that AUTSA provides and the effective operation and functioning of the Association.
- Attend all Student Representative Council meetings (generally every month) and any other meetings of committees that you sit on.
- Be fully informed with matters of importance before the Student Representative Council and to read all relevant papers before meetings.
 - Ensure that you are fully informed with the proceedings of any meeting that you are unable to attend. Inform the President or Vice President a minimum of 12 hours in advance if you are unable to attend a meeting.
- Monitor the situation of all students in your Faculty with regards to any issues within AUT, and make recommendations for action to the Student Representative Council as necessary.
- Work in conjunction with the AUTSA Events Manager to help organise at least one event per semester that caters to the needs of students in your Faculty at AUT.
- Assist wherever possible at official AUTSA activities.

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- Aid the President and the Student Representative Council members wherever needed.
 - Represent students at any committees that deal predominantly with student issues in your Faculty, in particular Faculty Board.
 - Be available for at least two hours for general Student Representative Council duties each week, an hour of which is allocated to meet with students in relation to your Faculty.
 - Present four reports per year to the Student Representative Council outlining the current situation for students in your Faculty at AUT, your work, progress, initiatives, achievement and recommendations to the Student Representative Council.
 - Maintain regular contact with the President with regards to any issues relating to your Faculty.

YOU CAN EXPECT:

- The support and advice of the AUTSA President, Vice President
- To be allowed to question the actions of the President, Vice President and other Student Representative Council members.
- To be able to bring any questions regarding the actions of staff to the attention of the President and have any such questions dealt with adequately via appropriate channels.
- To have the opportunity to apply for performance based honoraria payments of up to \$1500 annually to the Student Representative Council, as per current Governance Board Policy.
- To be consulted on issues affecting or likely to affect students at AUT.
- You may have the opportunity to travel to conferences within New Zealand related to your Faculty portfolio.

JOB DESCRIPTION

Position: Office Holder
Reports to: Accountable to students via the AUTSA President and the Student Representative Council
Duration of term: 1st January to 31st December 2019

Note: The role of the Office Holder is a voluntary position that is remunerated through a performance-based honoraria payment. The role requires a commitment of a minimum of three hours per week.

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Purpose of position:

To liaise with the students in your portfolio, keeping the Student Representative Council informed of their perspectives and relevant issues.

Principal Accountabilities:

To adhere to and act in accordance with the AUTSA Constitution and AUTSA Policies and Procedures.

- Your primary responsibility as an Office Holder is to represent all students at AUT, and in particular, those in your portfolio.
- Facilitate communication of your portfolio issues between students and the AUTSA Student Representative Council
- To familiarise yourself with the services that AUTSA provides and the effective operation and functioning of the Association.
- Attend all Student Representative Council meetings (generally every month) and any other meetings of committees that you sit on.
- Be fully informed with matters of importance before the Student Representative Council and to read all relevant papers before meetings.
 - Ensure that you are fully informed with the proceedings of any meeting that you are unable to attend. Inform the President or Vice President a minimum of 12 hours in advance if you are unable to attend a meeting.
- Monitor the situation of all students in your portfolio with regards to any issues within AUT, and make recommendations for action to the Student Representative Council as necessary.
- Work in conjunction with the AUTSA Events Manager to help organise at least one event per semester that caters to the needs of students in your portfolio at AUT.
- Assist wherever possible at official AUTSA activities.
- Aid the President and Student Representative Council members wherever needed.

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- Represent students at any committees that deal predominantly with student issues in your portfolio.
 - Be available for at least two hours for general Student Representative Council duties each week, an hour of which is allocated to meet with students in relation to your portfolio.
 - Present four reports per year to the Student Representative Council outlining the current situation for students in your portfolio at AUT, your work, progress, initiatives, achievement and recommendations to the Student Representative Council.
 - Maintain regular contact with the President with regards to any issues relating to your portfolio.

YOU CAN EXPECT:

- The support and advice of the AUTSA President, Vice President
- To be allowed to question the actions of the President, Vice President and other Student Representative Council members.
- To be able to bring any questions regarding the actions of staff to the attention of the President and have any such questions dealt with adequately via appropriate channels.
- To have the opportunity to apply for performance based honoraria payments of up to \$1500 annually to the Student Representative Council, as per current Governance Board Policy.
- To be consulted on issues affecting or likely to affect students at AUT.
- You may have the opportunity to travel to conferences within New Zealand related to your portfolio.

JOB DESCRIPTION

Position:	Vice President
Reports to:	The Executive Director via the AUTSA President
Duration of term:	1st January to 31st December 2019

Note: Subject to the provisions of the AUTSA Constitution the position of the Vice President is a part time paid position and is contracted through an employment agreement to work 20 hours in any 7 days. The Individual Employment Agreement sets out terms and conditions of the role, including details of remuneration as decided by the Student Representative Council as per the AUTSA Constitution.

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Purpose of position:

To represent the interests of current and future AUT students through secondary accountability for AUTSA , its Officers, staff, resources, and services.

Principal Accountabilities:

- To adhere to and act in accordance with the AUTSA Constitution and AUTSA policy.
- Your primary responsibility as Vice-President is to represent all students at AUT.
- To familiarise yourself with the effective operation and functioning of the Association.
- Be knowledgeable about education policies that impact on students.
- Submit a written report to the Student Representative Council AND table report at the Governance Board at every meeting.
- Maintain communication with the President regarding issues relating to your portfolio.
- To be available for up to a maximum of 20 hours of general Student Representative Council and Governance Board duties each week.

1. STUDENT REPRESENTATIVE ON AUTSA GOVERNANCE BOARD

- (a) Attend all meetings of the AUTSA Governance Board and its subcommittee and where relevant or as required, put forward the Student Representative Council perspective constructively and confidently assist in representing student interests.

2. STUDENT ADVOCATE/REPRESENTATIVE

- (b) Assume responsibility for ensuring that all students are aware of AUTSA representation, services and benefits.

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- (b) Actively listen to & canvas student opinions, maintain a good overview of how students think and feel on issues.
 - (c) Develop a sound understanding of the Association and attend any appropriate training, so that should the need arise you are able to assume the role and duties of the President.
 - (d) Ensure that you are fully conversant with the proceedings of any meeting that you are unable to attend.
 - (e) Attend meetings of AUT committees and decision-making bodies where relevant or as required to put forward AUTSA policies and constructively and confidently assist in representing student interests.
 - (f) Be the second representative of AUT students on any national body that AUTSA is affiliated to and at any national conference or event as required throughout the year.
 - (g) Maintain an overview of AUTSA student services, assess suggestions for improved services with Student Representative Council and Governance Board.
 - (h) Attend disciplinary hearings delegated to you by the President; if unavailable to attend ensure that such is delegated to another Student Representative Council member.
 - (i) Prepare and present class talks promoting AUTSA services and facilities to students.

3. STUDENT REPRESENTATIVE COUNCIL

- (j) Regularly liaise with the Student Representative Council to ensure they are fulfilling their roles as per their job descriptions, advise president and staff members of any information relevant to their role.
- (k) Be fully conversant with matters of importance before the Student Representative Council and to read all relevant papers before meetings.
- (l) Assist in coaching and passing on knowledge to new members of Student Representative Council and guide where appropriate.
- (m) Prepare and ensure all relevant papers are made available to the Student Representative Council, including preparing the agenda and maintain a database of Student Representative Council's details.
- (n) Prepare an annual performance and training plan for the President.
- (o) Monitor the performance of the President via regular one to one meetings that use the performance plan as a vehicle for positive feedback.

4. OFFICE HOLDERS

- (p) Regularly liaise with office holders provide support and form functional communication networks between office holders.
- (q) Coordinate focus weeks.
- (r) Disseminate information to president, and staff who can assist.
- (s) Ensure they are fulfilling Job Description.
- (t) Gauge opinion on issues at AUT and Nationally.

5. POLICY & STRATEGY DEVELOPMENT

Objective:

To assist the Governance Board in formulating, developing and implementing AUTSA policy.

- a. Regularly revise AUTSA policy and update as necessary
- b. Be knowledgeable about education policies that impact on students.
- c. Actively seek to keep well informed on all aspects of the university and education sector, regionally, nationally and internationally.
- d. Assist in providing guidelines and formulating policy for the Association and for the staff via the Governance Board.
- e. Aid the Association in any student action or reaction to changes in student issues. Formulate AUTSA's reaction to AUT fee setting in conjunction with the president and assist with writing any proposals necessary.
- f. Maintain an up to date list of internal and external contacts.

6. ASSOCIATION FINANCES/ADMINISTRATION

Develop a sound understanding of the association's financial running including:

- a) Setting of the budget.
- b) Monitoring association's finances.
- c) All policies with financial ramifications.
- d) Act as a cheque signatory for approved Association expenditure when required.
- e) Contribute feedback to the president's performance appraisal.
- f) Attend the AUTSA Finance Administration committee.
- g) Assist wherever possible at official AUTSA activities.
- h) Carry out any reasonable task as requested by the President and Executive Director.

JOB DESCRIPTION

Position: President

Duration of term: 1 January 2018 to 31 December 2019 (2 years)

Reports to: Accountable to students via the AUTSA Governance Board.

Note: The role of the president is a full time paid position and is contracted through an employment agreement to work 37.5 hours per week.

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Purpose of position:

To represent the best interests of current and future AUT students through overall accountability for AuSM, its officers, staff, resources, and services.

NB: *Present employment agreement sets out terms and conditions of the role, including details of remuneration as decided by the Governance Board as per the AUTSA Constitution.*

Principal accountabilities:

- 1. To adhere to and act in accordance with the AUTSA Constitution and AuSM policy.**
- 2. Organisation Leadership:**

Objective: To act as "Chair of the Board" as principal officer of AUTSA , an Incorporated Society.

1. Act as the official spokesperson for AUTSA , assuming responsibility for all contact with the media.
2. Develop a working knowledge of AUTSA constitution and policies.
3. Chair Governance Board meetings, attend all appropriate AUT Committee and Board meetings, and fulfill all ex-officio positions as required.
4. Effectively represent AUTSA locally, regionally and nationally and liaise with all other NZ Student Associations.
5. Officially represent v on the current national bodies that v is affiliated to such as Student Job Search and University Sport New Zealand.
6. Prepare submissions to local, regional and national bodies as required.
7. Convene regular meetings with AUTSA management/Office Holders.
8. Ensure AUTSA finances and administration are properly managed in the best interests of AUTSA and AUT students.

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9. Attend formal AUT functions including Graduation ceremonies.
 10. Exercise authority immediately in any situation he/she deems an emergency, notifying Executive members as soon as possible (particularly over holiday periods)
 11. Prepare President's Report for each Annual General Meeting, summarising activities, accomplishments and current status and situation of AUTSA .

3. Student Representative Council (SRC) Team Leader

Objective: To effectively manage and lead the SRC so they work together as a well-integrated and motivated team

1. Prepare training at the beginning of the year to prepare the new executive for the coming year. This should involve such things as team building activities and training by internal and external bodies to AUTSA .
2. Report regularly to the SRC on AUTSA activities, achievements, meetings attended and important issues raised
3. Ensure comprehensive and relevant papers are distributed to SRC prior to meetings and that minutes are recorded at all important committees and meetings
4. Exhibit leadership at SRC meetings whilst developing and maintaining good working relationships
5. Involve SRC members appropriately in planning and decision making
6. Foster a positive environment with a high degree of cooperation and morale
7. Help out, where appropriate, with v activities e.g. Student orientation
8. Assist in coaching and passing on knowledge to new members of SRC and AUTSA staff
9. Prepare and supervise the President Elect's training programme. This should involve a comprehensive 2 -week training programme.
10. Regularly liaise with other SRC Officers and ensure they are fulfilling their roles as per their job descriptions, advise and guide where appropriate.

4. Student Advocate/Representative

Objective: To actively and confidently support and represent current and future students' interests, individually and collectively.

1. Regularly liaise with students and staff of AUT.
2. Actively listen to & canvass student opinions, maintain a good overview of how students think and feel on issues.
3. Attend meetings of AUT committees and decision-making bodies where relevant to put forward AUTSA policies and constructively and confidently assist in representing student interests.

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4. Assume ultimate responsibility for ensuring that all students are aware of AUTSA Representation, services and benefits
 5. Plan and schedule annual programme of key events e.g. Annual General Meetings, Special General Meetings, elections, orientation, Governance Board meetings, Student Representative Council etc.
 6. Encourage and invite students to become Class Representatives, chair their monthly meetings and encourage them to participate in AUT Committee meetings and AUTSA activities as appropriate
 7. Attend v activities where possible
 8. Act as student advocate in relation to student traffic, transport and parking needs within the Auckland area.

5. Policy & Strategy Development

Objective: To lead the executive in formulating, developing and implementing AUTSA policy.

1. Actively seek to keep well informed on all aspects of the university and education sector, regionally, nationally and internationally.
2. Maintain an up to date list of internal and external contacts
3. Initiate and prepare, with the assistance of AUTSA , submissions, policy papers and reports for Government select committees, local Government, AUT committees etc.
4. Annually update the association's (5 year) strategic plan and prepare an annual operational plan to further aims of v and to be prepared for the future
5. Maintain an overview of AUTSA student services; assess suggestions for improved services with the SRC.
6. Regularly revise AUTSA policy and update as necessary.

6. Management and Administration

Objective: To ensure AUTSA (through the Executive Director and staff) effectively implements policies and plans as agreed.

1. Be the conduit for all exec dealings with the AUTSA staff via the Executive Director.
2. Maintain a reasonable knowledge of AUTSA business affairs to ensure proper financial management and preparation of reports
3. Act as a signatory for cheques and take responsibility for all outgoing monies
4. Supervise and liaise regularly with the Executive Director to ensure policy is effectively communicated to him/her and duly implemented by staff
5. Regularly advise and update the SRC of the activities of the Executive Director and staff

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6. Keep in regular contact with AUTSA office staff
 7. Assist with AUTSA staff recruitment and conflict resolution where appropriate

 8. Oversee the appointment of the Editor of Debate and ensure that issues are published in accordance with AUTSA /AUT contract
 9. Approve overall expenditure budgets for all AUTSA departments.
 10. Approve annual fee submissions and expenditure budgets through the Finance and Administration Committee of the Governance Board
 11. Monitor the performance of the Executive Director via regular one to one meetings that use the performance plan as a vehicle for positive feedback.

7. Marketing and Promotion

Objective: To ensure students, AUT staff and the wider community are aware of and support AuSM's policies and services.

1. Liaise regularly with AUT Council members
2. Build and maintain effective networks with key staff in AUT, wider community and Government education agencies to promote AUTSA 's interests, views and initiatives
3. Prepare and present DVD's that can be played by lectures in class promoting AUTSA's services and facilities to students.
4. Promote AUTSA 's views through provision of background information and articles to broadcast and printed media
5. Write press releases and regular articles for Debate and other publications as required.