

Position description for Vice Presidents

Position: Vice-President

Accountable to: Students via the Auckland University of Technology Student Association (AUTSA)

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. Present 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.

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.

STUDENT REPRESENTATIVE ON AUTSA GOVERNANCE BOARD

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.

STUDENT ADVOCATE/REPRESENTATIVE

- Assume responsibility for ensuring that all students are aware of AUTSA representation, services and benefits.
- Actively listen to and canvas student opinions, maintain a good overview of how students think and feel on issues.

- 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.
- Ensure that you are fully conversant with the proceedings of any meeting that you are unable to attend.
- Attend meetings of AUT committees and decision-making bodies where relevant or as required to put forward AUTSA's policies and constructively and confidently assist in representing student interests.
- 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.
- Maintain an overview of AUTSA student services and assess suggestions for improved services with the Student Representative Council and Governance Board.
- Attend disciplinary hearings delegated to you by the President; if unavailable to attend ensure that such is delegated to another Student Representative Council member.
- Prepare and present class talks promoting AUTSA's services and facilities to students.

STUDENT REPRESENTATIVE COUNCIL

- 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.
- Be fully conversant with matters of importance before the Student Representative Council and to read all relevant papers before meetings.
- Assist in coaching and passing on knowledge to new members of Student Representative Council and guide where appropriate.
- 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.
- Prepare an annual performance and training plan for the President.
- Monitor the performance of the President via regular one to one meetings that use the performance plan as a vehicle for positive feedback.

OFFICE HOLDERS

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

POLICY & STRATEGY DEVELOPMENT

Objective:

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

- Regularly revise AUTSA policy and update as necessary
- Be knowledgeable about education policies that impact on students.
- Actively seek to keep well informed on all aspects of the university and education sector, regionally, nationally and internationally.
- Assist in providing guidelines and formulating policy for the Association and for the staff via the Governance Board.
- 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.
- Maintain an up to date list of internal and external contacts.

ASSOCIATION FINANCES/ADMINISTRATION

Develop a sound understanding of the associations financial running including:

- Setting of the budget.
- Monitoring associations finances.
- All policies with financial ramifications.
- Act as a cheque signatory for approved Association expenditure when required.
- Contribute feedback to the president's performance appraisal.
- Attend the AUTSA Finance Administration committee.
- Assist wherever possible at official AUTSA activities.
- Carry out any reasonable task as requested by the President and General Manager.