

## Position description for Community Representatives

**Position:** Portfolio Representative

**Accountable to:** Students via the Auckland University of Technology Student Association (AUTSA)  
President and Student Representative Council

**Note:** The role of the Portfolio Representatives is a voluntary position that is remunerated through a performance-based honoraria payment. The role requires a commitment of a minimum of three to five 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:

- Your primary responsibility as an Office Holder is to represent the interests of all students; specifically, those who are defined in your Portfolio by the Auckland University of Technology.
- Gather and monitor feedback and issues of all students in your Portfolio and make recommendations for action to the Student Representative Council as necessary.
- Facilitate communication of your Portfolio issues between students and the AUTSA Student Representative Council
- Familiarise yourself with the services that AUTSA provides and the effective operation and functioning of the Association.
- Attend all Student Representative Council monthly meetings.
- Represent and attend committee meetings that deal predominantly with student issues in your Portfolio.
- Before the monthly Student Representative Council meetings, be fully informed with matters of importance and read all relevant papers e.g., meeting agenda, action items, etc.
- If you are unable to attend any meetings, please notify the President or Vice President of the Community/Academic Committee at least 24 hours in advance (preferably 48 hours). In such cases, they may request that you designate a delegate to represent you or attend the meeting on your behalf.
- Assist AUTSA wherever possible at official AUTSA activities e.g., O-Week, Student Representative Council events, International Week, Market Day, etc.
- Aid the President and Student Representative Council members wherever needed and within reason.

- Be available for at least three to five hours for general Student Representative Council duties each week.

### Goals:

- 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.
- Allocate an hour to two hours to meet with students in your Portfolio to gather feedback and monitor issues, e.g. verbal feedback and/or written feedback through surveys etc.
- Present a monthly report to the Student Representative Council/ Subcommittee 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 Portfolio.

### You can expect:

- Support, guidance, and advice of the AUTSA Staff, President, Vice Presidents, and the Student Representative Council.
- To question the actions of the Student Association, President, Vice Presidents, and other Student Representative Council members.
- 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 receive an honoraria payment based on your performance, as explained in this handbook.
- To be consulted on issues affecting or likely to affect students at AUT.