

## Position description for President

**Position:** President

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

**Note:** *The role of the president is a full time paid position and is contracted through an employment agreement to work 40 hours per week. 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.*

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### **Purpose of position:**

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

### **Principal accountabilities:**

#### **1. TO ADHERE TO AND ACT IN ACCORDANCE WITH THE AUTSA POLICY.**

#### **2. ORGANISATION LEADERSHIP: Objective:**

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

- Act as the official spokesperson for AUTSA, assuming responsibility for all contact with the media.
- Develop a working knowledge of AUTSA constitution and policies.
- Chair Board and SRC meetings, attend all appropriate AUT Committee and Board meetings, and fulfil all ex-officio positions as required.
- Effectively represent AUTSA locally, regionally and nationally and liaise with all other NZ Student Associations.
- Officially represent AUTSA on the current national bodies that AUTSA is affiliated to such as Student Job Search and University Sport New Zealand.
- Prepare submissions to local, regional and national bodies as required.
- Convene regular meetings with AUTSA management/Office Holders.
- Ensure AUTSA finances and administration is properly managed in the best interests of AUTSA and AUT students.
- Attend formal AUT functions including Graduation ceremonies.
- Exercise authority immediately in any situation they deem an emergency, notifying Executive members as soon as possible (particularly over holiday periods)

- Prepare President's Report for each Annual General Meeting, summarising activities, accomplishments and current status and situation of AUTSA.

### **3. EXECUTIVE TEAM LEADER Objective:**

To effectively manage and lead the Executive so they work together as a well- integrated and motivated team. 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](#).

- Report regularly to the Executive on AUTSA activities, achievements, meetings attended, and important issues raised.
- Ensure comprehensive and relevant papers are distributed to Executive prior to meetings and that minutes are recorded at all important committees and meetings.
- Exhibit leadership at Executive meetings whilst developing and maintaining good working relationships.
- Involve Executive members appropriately in planning and decision making.
- Foster a positive environment with a high degree of co-operation and morale.
- Help, where appropriate, with [AUTSA](#) activities e.g. Student orientation.
- Assist in coaching and passing on knowledge to new members of Council and [AUTSA](#) staff.
- Prepare and supervise the President Elect's training programme. This should involve a comprehensive 2 - week training programme.
- Regularly liaise with other Council 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.

- Regularly liaise with students and staff of AUT.
- Actively listen to & canvass student opinions, maintain a good overview of how students think and feel on issues.
- Attend meetings of AUT committees and decision-making bodies where relevant to put forward AUTSA's policies and constructively and confidently assist in representing student interests.
- Assume ultimate responsibility for ensuring that all students are aware of [AUTSA](#) Representation, services and benefits.
- Plan and schedule annual programme of key events e.g. Annual General Meetings, Special General Meetings, elections, orientation, Governance Board meetings, Student Senates etc.
- Encourage & invite students to become Class Representatives, chair their monthly meetings and encourage them to participate in AUT Committee meetings and [AUTSA](#) activities as appropriate.

- Attend **AUTSA** activities where possible.
- 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.

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

## **6. MANAGEMENT AND ADMINISTRATION Objective:**

To ensure AUTSA (through the General Manager and staff) effectively implements policies and plans as agreed.

- Be the conduit for all executive dealings with the AUTSA staff via the General Manager.
- Maintain a reasonable knowledge of AUTSA business affairs to ensure proper financial management and preparation of reports.
- Act as a signatory for cheques and take responsibility for all outgoing monies.
- Supervise and liaise regularly with the General Manager to ensure executive policy is effectively communicated to them and duly implemented by staff.
- Regularly advise and update executive of the activities of the General Manager and staff.
- Keep in regular contact with AUTSA office staff.
- Assist with AUTSA staff recruitment and conflict resolution where appropriate.
- Oversee the appointment of the editor of Debate and ensure that issues are published in accordance with AUTSA/AUT contract.
- Approve overall expenditure budgets for all AUTSA departments.
- Approve annual fee submissions and expenditure budgets through the Finance and Administration Committee of the Student Council.
- Prepare an annual performance and training plan for the General Manager.
- Monitor the performance of the General Manager 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 AUTSA's policies and services.

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