

Position description for Faculty Representatives

Position: Faculty Representative

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

Note: The role of an SRC member 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.

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:

- Your primary responsibility as a Faculty Representative is to ensure that the academic interests of all AUT students, especially students in your Faculty, are represented, enhanced, and respected.
- Gather and monitor feedback and issues of all students in your Faculty and make recommendations for action to Academic Staff and the Student Representative Council.
- Facilitate communication and solution of Faculty issues regarding students to the Vice President Academic 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 Faculty.
- Work closely and monitor Academic Student Representatives(ASR's) in your faculty

Board and Committee Meetings that Student Representative Council members usually sit on are:

1. Faculty Board
 2. Academic Board
 3. Faculty's Disciplinary Committee
 4. School Boards/Faculty's Learning and Teaching Committee (if applicable)
- 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 e.g. Attending meetings, gathering feedback, running events, volunteering, etc.

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 Faculty at AUT e.g., feedback session, mix and mingle, Faculty movie night, Faculty gathering, etc.
- Allocate an hour to two to meet with students in your Faculty to gather feedback and monitor issues per week 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 in your Faculty at AUT, your work, project/task progress, initiatives, achievements, and recommendations to the Student Representative Council.
- Maintain regular contact with the President and Vice President Academic with regards to any issues relating to your Faculty.
- Hold regular meetings (recommend quarterly or at least twice a semester) with the Academic Student Representatives within your faculty to collect information, feedback and issues and communicate back information received to the Vice President Academic and the Student Representative Council.

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.