# Student Representative Council Position Descriptions

## ROLES & RESPONSIBILITIES

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| **Position:** | Office Holder  |
| **Accountable to:**  | Students via the Auckland University Student Association (AUTSA) President and Student Representative Council  |

***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 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:**

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 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 unable to attend any meetings, inform President or Vice President Community/Academic a minimum of 12 hours in advance to attend on your behalf or send a delegate.
* 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.
* 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.
* Receive honoraria payments of up to $1900 annually based on your performance, as per current Governance Board Policy.
* To be consulted on issues affecting or likely to affect students at AUT.