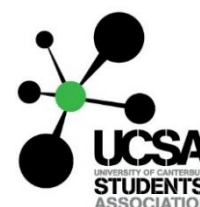


# UCSA INTERNATIONAL REPRESENTATIVE EXECUTIVE MEMBER



## General:

UCSA is the University of Canterbury Students' Association Incorporated. Established in 1894, UCSA is a not for profit organisation with charitable status. Twelve elected student representatives govern UCSA with the support and guidance of external advisors via an Advisory Board. At times the UCSA employs up to 120 full-time, part time and casual staff who report through a Chief Executive. We offer the diversity to reflect the many services that students have initiated to ensure that the university experience for students at Canterbury is all that it can be.

## OUR VISION

**We are here for students.**

## OUR MISSION

**Helping students succeed and belong.**

## THE INTERNATIONAL REPRESENTATIVE 'S ROLE AND OBLIGATIONS

**Date of effect:** This position description shall be executed on 1 January of each calendar year by the respective UCSA Executive Member.

## Position:

The International Representative will represent international students as well as holding responsibilities and portfolios allocated by the President based on the incumbent's strengths. This position is open to the full UC student population.

## Primary objective(s):

- To ensure that all student voices are heard and represented with a specific focus on international students
- Advocate for international students as part of the governing body of the UCSA

## Accountable to:

UCSA President, Fellow UCSA Student Executive, UCSA Student Members

## Relationship with:

All UCSA Executive Members, UCSA Chief Executive, UCSA Advisory Board, UCSA Senior Leadership Team, UC Vice Chancellor and Senior Management Team, Chancellor and UC Council, international student clubs, variety of external stakeholders, including international communities

## Duties, Responsibilities and Expected Outcomes:

	Duties and responsibilities	Expected Outcomes
1	Representation on relevant UCSA Committees	Attendance at UCSA Committees as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.

	<b>Duties and responsibilities</b>	<b>Expected Outcomes</b>
		Attendance at Annual General Meetings, Special General Meetings and other official meetings of the student body as required.
2	Work with relevant UC staff on initiatives that enhance international student experience and represent international students on relevant University committees,  Other committees as appointed	Attendance at Committees/Faculties as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.  Reports on these meetings and on any issues of concern are to be brought to the attention of the Executive as soon as possible.
3	Chair or attend the International Student Advisory Group	Reports on these meetings and any issues of concern are to be brought to the attention of the Executive as soon as possible.
4	Attend the Executive induction in February.	Proactively take part in all aspects of the induction.
5	Establish goals and objectives working with international clubs at the beginning of the portfolio term in conjunction with the President and Vice-President and work to achieve those goals	Goals and objectives are achieved in line with agreed plans and timetables.
6	Regular updates to the President and Vice-President regarding the progress made towards achieving the goals set at the beginning of the portfolio term	Reporting to these goals and objectives as frequently as agreed to by the Executive.
7	To carry out duties which may be reasonably required by the UCSA President from time to time	Carry out these duties when required.
8	Take all practical steps to ensure their own and others health and safety.	Proactively manages self-awareness of Health and Safety in the workplace. Awareness of hazards in their area and works towards minimising/eliminating risks, understands and is aware of H&S responsibilities at governance level
9	Be visible and accessible to the student body as required.	Maintain regular office hours.
10	Review any items in the UCSA Governance Policies at the beginning of the term that relates to the UCSA Member's designated portfolio. Advise the Vice-President of any immediately obvious changes or updates required.	Carry out these duties when required.

	Duties and responsibilities	Expected Outcomes
11	To train the International Representative-Elect, as well as updating the International Representative Student Handover document to ensure a smooth transition period.	Handover is professional and meets the needs of the incoming International Representative Executive member.

**Prerequisites:**

- Enrolled as a student at the University of Canterbury at the time of election and international student during their term as a UCSA International Representative Executive Member
- Enrolled as a member of the UCSA at the time of election and has not waived their rights

**Qualifications and experience:**

- Knowledge and understanding of the needs of International students
- Knowledge and understanding of the services offered by the UCSA

**Personal attributes:**

- Ability to represent divergence of views constructively and ability to work as part of a team
- Friendly and approachable
- Honest and reliable
- Empathetic to the needs of diverse range of students
- Excellent communication and interpersonal skills
- Ability to conduct him or herself in a positive and professional manner at all times
- Ability to effectively operate basic computer programmes
- Ability to prioritise, multitask and work under pressure
- Self-motivated, proactive with excellent time management skills
- Attention to detail and ability to receive and act on instructions delegated down

**Remuneration:**

**Type:** Honorarium

**Amount:** [\$5,020] (per annum adjusted annually) as per the Executive Honorarium Policy.

**Executive Honorarium Policy**

The honorarium of the International Representative Executive shall be determined by the following:

- a) The General Executive shall receive a total remuneration package of \$5,020 (gross per annum) in 2016 and shall be annually adjusted by the Consumer Price Index for wages in the first quarter of each subsequent year.
- b) 60% of the total remuneration shall be paid as a base rate irrespective of performance.
- c) 40% of the total shall be paid on performance, in line with expectations. Expectations will be set, and agreed upon at the beginning of the year between the Executive member and President. Measures will include Representation (College, Equity and Wellbeing or Postgraduate), internal portfolios and other Executive roles.

- d) Representation will be measured through attendance, engagement and updates given to the Executive primarily through the Vice-President. Reports are expected to be completed after each college meeting and verbal updates to be completed at Executive meeting upon request.
- e) Internal portfolios will be measured through engagement and output. While general executive members may not be required to complete individual projects, they should endeavour to contribute positively to the UCSA’s overall goal of ‘Success and Belonging’.
- f) Executive roles include, but are not limited to, attendance and engagement at various events throughout the year such as Executive meetings, AGM, Half AGM, and Vice-Chancellor forums. If an Executive member is unable to attend they’re expected to send via email an apology to either the President or his/her PA at least 24 hours before the meeting.
- g) Overall performance will be measured and reviewed by the President, upon consultation with Finance Officer and Vice-President.

Performance shall be broken into 6 categories, and payment should be made accordingly.

<b>Score</b>	<b>% of Max quarterly payment</b>
81-100 (Fully engaged)	100%
61-80 (Engaged)	80%
41-60 (Partial Engagement)	60%
21-40 (Bare Minimum)	40%
1-20 (Disengaged)	20%
0 (fully Disengaged)	0%

## **Health & Safety Responsibilities – As a Director/Officer of the UCSA**

### **Policy and Planning**

- Keep up to date with health & safety (H&S) matters by attending training and awareness briefings and reviewing relevant H&S publications (including relevant WorkSafe Guidelines and Codes of Practice).
- Determine the UCSA’s H&S strategy and policy and specify targets for tracking and improving health & safety performance.
- Gain an understanding of risks and hazards associated with the UCSA through measures such as site visits, attending H&S Committee meetings, and attending in-house training on existing H&S systems or seeking external advice.

### **Delivery**

- Consider safety as a factor in all budget decisions.
- Encourage a culture where report of incidents/accidents/events and near misses is expected and followed up on.

### **Monitoring**

- Specify clear requirements for the regular reporting of H&S performance, reports and information.
- Monitor H&S performance of the UCSA by reference to reports, H&S targets, actions and timeframes.
- Consider whether the reports provide an accurate picture of H&S issues or whether reporting requirements need to be updated.
- Ensure there are sufficient systems in place, with clear responsibilities and accountabilities, for reporting and responding to events that must be notified to WorkSafe.

- Seek independent expert advice when required.
- Take action when information suggests that H&S obligations and goals are not being meet.

**Review**

- Undertake periodic (annual) formal reviews of the effectiveness of the UCSA H&S system against the Student Executive targets and undertake any improvements required.
- Consider whether an external review is required for compliance against legislative obligations.
- Ensure that input to the formal review includes audits (internal and external), system reviews, performance results, significant incidents, organisational changes and benchmark data.
- Include contractor H&S performance as part of the audit/review.
- Determine an action plan and track progress and improvement plans at Student Executive meetings.

**Signed:**

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**International Rep Executive's signature**

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**President's signature**

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**International Rep Executive's name**

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**President's name**

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