

UCSA PRESIDENT



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 140 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 PRESIDENT'S ROLE AND OBLIGATIONS

Date of effect: This full time position shall be taken up on 1 January of each calendar year to the 31 December by the incoming President.

It should be noted that this role requires high energy, and will often involve meetings in the evenings and occasional weekends. It is important that the President starts as early as possible in January when the UCSA office opens, given the amount of preparatory work involved.

It is expected that the incoming President will spend time with the incumbent President at the end of the previous year for up to four weeks as part of a handover process, paid on evidence of hours worked (timesheets).

Primary objectives:

- Fulfil his or her role as the primary elected representative and leader of the University of Canterbury Students' Association (**UCSA**) and the UCSA Executive
- Convener and Chair of the Executive Committee and Advisory Board
- Be a student representative of University Council

Accountable to:

Fellow UCSA Student Executive, UCSA Student Members

Responsible for:

The UCSA Executive and the overall affairs of the UCSA.

Specific Positions reporting to the President:

- UCSA Personal Assistant
- UCSA Vice President
- UCSA Finance Officer
- UCSA Student Executive 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, variety of external stakeholders, media

Duties and Responsibilities and Expected Outcomes:

	Duties and Responsibilities	Expected Outcomes
1	Chair the UCSA Executive Committee, and the Advisory Board, and undertake the duties associated with such responsibilities.	<p>Ensure that the meetings follow committee meetings protocols.</p> <p>All duties are undertaken to a high standard with particular focus on identifying and raising student issues and concerns and timely reporting of relevant matters</p>
2	Act as the official media liaison and spokesperson for the UCSA.	Speak on behalf of the UCSA as appropriate and seek advice from the Chief Executive and/or Media support person when dealing with issues/media
3	<p>Attend and report on ex-officio committees and such other committees the President may be appointed to from time to time including, but not limited to:</p> <ul style="list-style-type: none"> • UCSA Executive Committee • Advisory Board • Chief Executive Employment Committee • University Council • University Risk & Audit Committee • University Finance, Planning and Resources Committee • Academic Board • Joint Operations Advisory Board Committee (JOAB) (co-chair) 	<p>Attendance at all the UCSA Executive Committee meetings and any such committees as appointed to by the UCSA Executive.</p> <p>Present a written monthly President's report to the Advisory Board and Executive (with exception of special meetings)</p>
4	Assist the Chief Executive and Senior Leadership Team in preparation of strategic and annual plan	Be an active contributor to the UCSA strategic and annual planning process
5	<p>At the Annual General Meeting:</p> <ul style="list-style-type: none"> • Present the annual audited accounts of the Association for adoption. • Submit the Annual Report of the President of the preceding year for adoption. • Appoint the Association Auditor 	<p>The annual audit of accounts for the UCSA are completed and provided at least 48 hours prior to the AGM.</p> <p>The annual report for the UCSA is completed at least 48 hours before the AGM.</p>

	Duties and Responsibilities	Expected Outcomes
	<ul style="list-style-type: none"> Present any Constitutional matters for discussion. 	Ensure any constitutional matters, proposed amendments and items of general business items are provided with due notice, at least 14 days before the AGM.
6	<p>At the Half Annual General Meeting:</p> <ul style="list-style-type: none"> Present the annual report of the incumbent President Present any business outstanding from the Annual General Meeting Present any constitutional matters for discussion Present items of general business for discussion. 	<p>The annual report for the UCSA is completed at least 48 hours before the Half AGM.</p> <p>Ensure any constitutional matters, proposed amendments and items of general business items are provided with due notice, at least 14 days before the AGM.</p>
7	Organise and facilitate an induction of the Student Executive	<p>Ensure the Student Executive are provided with information and training regarding their role in terms of:</p> <ul style="list-style-type: none"> UCSA and its policies and services; Representation on UC colleges; Health and Safety obligations; Priorities for the year ahead.
8	Supervise, provide support and advice to the Vice President, Finance Officer and Student Executive members in their UCSA duties and responsibilities.	<p>Ensure the Vice President and the Finance Officer carry out their duties and responsibilities to the required standards.</p> <p>Any performance or other issue that may affect their role is dealt with promptly, and brought to the attention of the Chief Executive.</p>
9	To be involved in and advise the Chief Executive on key issues relevant to the UCSA	Carry out these duties when required
10	To act in good faith and provide support and advice to the Chief Executive in a timely manner	Carry out these duties when required
11	Take all practical steps to ensure their own and others health and safety at a governance level.	Proactively manages self-awareness of Health and Safety in the workplace. Awareness of hazards in their area and works towards minimising/eliminating risks.

	Duties and Responsibilities	Expected Outcomes
12	To train the President-Elect, as well as updating the President Student Handover document to ensure a smooth transition period.	Handover is professional and meets the needs of the incoming President. The incumbent President approves the timesheets of the handover period of the incoming President.

Prerequisites:

- Enrolled as a student at the University of Canterbury at the time of election
- Enrolled as a member of the UCSA at the time of election and has not waived their rights

Qualifications and experience:

- Prior leadership experience
- Experience on a committee preferably in a leadership role
- General financial and budgeting knowledge and skills
- Knowledge and understanding of the services offered by the UCSA
- Knowledge and understanding of UCSA, its committees and the Constitution

Personal attributes:

- New Zealand citizen or permanent resident
- Friendly and approachable
- Honest and reliable
- 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
- Organisational, delegation and supervisory skills
- Ability to prioritise, multitask and work under pressure
- Self-motivated, proactive with excellent time management skills
- Attention to detail

Remuneration:

Type: Honorarium

Amount: \$50,000 (per annum adjusted annually pursuant to the Executive Honorarium Policy)

The honorarium of the President will be determined by the following:

The President shall receive a total remuneration package of \$50,000 (gross per annum) in 2017 and shall be annually adjusted by the Consumer Price Index for wages in the first quarter of each subsequent year. This total remuneration package includes any and all payments received from the University Council for sitting as a Member, after which the Association is responsible to pay the remainder.

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 met.

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:

Incoming President's signature

Outgoing President's signature

Incoming President's name

Outgoing President's name

Date

Date