

# UCSA VICE-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 VICE PRESIDENT'S ROLE AND OBLIGATIONS**

**Date of effect:** This position description shall be executed on 1 January of each calendar year by the incoming Vice-President.

It is important that the Vice 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 Vice President will spend time with the incumbent Vice President at the end of the previous year for up to 37.5 hours as part of a handover process, paid on evidence of hours worked (timesheets).

## **Primary objective(s):**

- Fulfil his or her role as the primary aid to the President (being the elected representative and leader of the University of Canterbury Students' Association (**UCSA**) and the UCSA Executive)
- Attending to and reporting to the Executive on matters related to academia at UC.
- Receive delegated tasks for individual project development and other responsibilities from the President
- Deputise as President in his/her absence

## **Accountable to:**

Fellow UCSA Student Executive, UCSA Student Members

## **Responsible for:**

The administrative affairs of the UCSA Executive.

## **Specific Positions reporting to the Vice-President:**

- UCSA Executive Officers and Executive Members as applicable.

## **Relationship with:**

All UCSA Executive Members, UCSA Chief Executive Officer, UCSA Advisory Board, UCSA Senior Leadership Team, UC Vice Chancellor and Senior Management Team, Deputy Vice Chancellor Academic, other relevant UC departments, Chancellor and UC Council, variety of external stakeholders.

## Duties, Responsibilities and Expected Outcomes:

	Duties and Responsibilities	Expected Outcomes
1	<p>Representation on relevant UCSA Committees. Attend and advocate for the UCSA on committees the Vice-President may be appointed to as approved by the UCSA Executive including, but not limited to:</p> <ul style="list-style-type: none"> <li>• UCSA Executive Committee (Deputy Chair)</li> <li>• Academic Board</li> <li>• University Academic Committees as required</li> </ul>	<p>Attendance at UCSA Committees as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.</p> <p>Attendance at Annual General Meetings, Special General Meetings and other official meetings of the student body as required. Co-ordination of UCSA Committees.</p>
2	Representation on relevant University committees	<p>Attendance at Committees/Faculties as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.</p> <p>Reports on these meetings and on any issues of concern are to be brought to the attention of the Executive as soon as possible.</p>
3	Complete projects and tasks delegated by the UCSA President from time to time in a timely manner or other reasonable timeframe advised by the President.	Projects and tasks are successfully completed within agreed timeframes.
4	Co-ordinate and complete individual projects/initiatives as approved by the UCSA Executive.	Projects and initiatives are completed successfully as and when they arise.
5	Coordinate the UCSA Executive Reports for the current UCSA Executive on academic matters	Reports to the Executive on academic matters are delivered within agreed timeframes.
6	Review the UCSA Governance Policies at the beginning of their term.	Review is completed within agreed timeframes.
7	Assist the President in organising and facilitating an induction of the Student Executive	Ensure the Student Executive are provided with information and training regarding their role in terms of: UCSA and its policies and services; Representation on UC colleges;

	Duties and Responsibilities	Expected Outcomes
		Health and Safety obligations; Priorities for the year ahead.
8	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.
9	To train the Vice President-Elect, as well as updating the Vice President Student Handover document to ensure a smooth transition period.	Handover is professional and meets the needs of the incoming Vice President.  The incumbent President approves the timesheets of the handover period of the incoming Vice President.

**Prerequisites:**

- Enrolled as a student at the University of Canterbury at the time of election and during their term as Vice-President.
- 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 services offered by the UCSA

**Personal attributes:**

- Excellent administrative management skills and ability to work as part of a team
- Friendly and approachable
- Honest and reliable
- Punctual and good time management skills
- 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
- Attention to detail and ability to receive and act on instructions delegated down

**Remuneration:**

**Type:** Honorarium

**Amount:** [\$21,000] (per annum adjusted annually pursuant to the Executive Honorarium Policy)

**Executive Honorarium Policy**

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

The Vice President shall receive a total remuneration package of \$21,000 (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.

If the CEO or any Executive member believes that the Vice President is not meeting their contractual obligations, a complaint may be submitted in writing via the CEO to the Executive Honorarium Policy sub-committee (made up of the President, Vice President, Finance Officer plus three external members of the Advisory Board), and a decision on further action (if any) will then be made.

## **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:**

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**Incoming Vice President’s signature**

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**Incoming President’s signature**

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**Incoming Vice President’s name**

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