

Executive Honorarium Policy

Category:	Governance
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Approved By:	A sub-committee made up of President, Vice-President, Finance Officer plus three external members of the Advisory Board
Contact Person:	The President

Introduction

The purpose of this policy is to clarify how the honorarium for the President, Vice President, Finance Officer and other Executive is structured, particularly with regards to accountability, commitment and performance.

Policy Statement

Effective performance of the Association requires an Executive who are committed, focused and accountable. Meeting attendance and active participation is critical to ensure student representation and input is delivered in relationships with various stakeholders.

Procedures

The governance of this Policy is comprised of a sub-committee made up of the President, Vice President, Finance Officer plus three external members of the Advisory Board. All conflicts must be recorded and will result in that person's right to vote being temporarily removed. In the event of a hung vote, the President shall have the deciding vote.

Implementation

The honorarium of the President, Vice-President and Finance Officer will be determined by the following:

- a) The President shall receive a total remuneration package of \$50,000 (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. 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.
- b) The Vice-President shall receive a total remuneration package of \$21,000 (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.

- c) The Finance Officer shall receive a total remuneration package of \$21,000 (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.

If the CEO or any Executive member believes that the President, Vice-President or Finance Officer are not meeting their contractual obligations, a complaint may be submitted in writing via the CEO to the before mentioned subcommittee, a decision on further action (if any) will then be made.

The honorarium of the General 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 5 categories, and payment should be made accordingly.

Score	% of Max quarterly payment
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%

Payment Process

Payments to the President, Vice-President and Finance Officer will be made on a fortnightly basis from the start of the calendar year and will be paid over 52 weeks.

General Executive:

- a) Base payment will be made on a fortnightly basis at the start of the academic year and will be paid over 44 weeks.
- b) The 40% performance fee will be paid semi-annually at the end of every semester.

Appeal Process for General Executive

- a) On written request to the President from an Executive member, justification of remuneration will be provided in writing from the President within 2 working days of the request.
- b) Once justification has been received, the Executive member may appeal, in writing within 7 days or before the next Advisory Board meeting (whichever is later) to the Advisory Board via the Finance Officer.
- c) A final decision will be made by the Advisory Board within a further 7 days from the meeting.

Special Circumstances

Occasionally there will be extenuating circumstances which will be taken into account when implementing this policy.

Appendix 1 – Executive Benefits

This appendix is to provide some sort of structure to the benefits that the UCSA Executive receive throughout the year. It is neither comprehensive nor exhaustive, merely a guide for UCSA Staff and Executive.

Company Computer/Device

Each President is allowed personal use of the company computer/device to assist with the role and cut down on unsustainable paper use. This should be replaced every 2-3 years.

Mobile

The UCSA will not provide phones for any of the Executive. The President is entitled to a phone plan through the UCSA, as consistent with other senior staff.

Car parks

The President shall have a designated carpark.

Petrol

The President, and other Executive when necessary, will have their petrol paid for when undertaking activities that relate to the UCSA. Petrol cards will not be issued, however petrol may be paid for using the two allocated credit cards or claimed back retrospectively.

Discounts

All Executive members will have the same status as staff and are entitled to receive the same discounts from all UCSA food and beverage outlets.

Tickets to events

Each current Executive member will receive an individual ticket to all UCSA events, given that they have expressed their prior interest and confirmed their attendance with the Events team at least one week in advance. Plus-one tickets will only be given to the current Executive for Tea Party, as an end of year gift in recognition of their work. Each member of the incoming Executive will be given an individual ticket to Tea Party in recognition of their successful election.

Clothing

The Executive will be given personalised UCSA Executive clothing at the start of year. This is to be organised by the President or delegate with reference to the budget allocation.