

# TUMUAKI | UCSA PRESIDENT

**Date of effect:** This full-time position shall start on the 1<sup>st</sup> January of each calendar year and finish on the 31<sup>st</sup> December.

## **General:**

UCSA is the University of Canterbury Students' Association Incorporated. Established in 1894, the UCSA is a not-for-profit organisation with charitable status. Fourteen elected student representatives govern UCSA with the support and guidance of external advisors via an Advisory Board. At times the UCSA employs up to 350 full-time, part time and casual staff who report through a Manahautū | Chief Executive. We offer the diversity to reflect the many services that students have initiated to ensure that the university experience for students at Te Whare Wānanga o Waitaha | the University of Canterbury is all that it can be.

## **TIROHANGA WHĀNUI | OUR VISION**

We are here for students.

## **WHAKATAKANGA | OUR MISSION**

Helping students succeed and belong.

## **THE PRESIDENT'S ROLE AND OBLIGATIONS**

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 Tumuaki | UCSA 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 Tumuaki | UCSA President will spend time with the incumbent Tumuaki | UCSA 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).

## **Whāinga Matua | Primary objectives:**

- Fulfil their 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 the student representative on University Council

## **Whaiwhakaarotia | Accountable to:**

Fellow UCSA Student Executive, UCSA Student Members

## **Responsible for:**

The UCSA Executive and the governance of the UCSA.

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

- Tautāwhi | UCSA Executive Assistant
- Tumuaki Tuarua Akoranga | UCSA Vice-President - Academic
- Tumuaki Tuarua Pāhekoheko | UCSA Vice-President - Engagement
- UCSA Student Executive Members

**Time commitments and honorarium:**

As per the Constitution, this role is a full-time position.

Regarding honorarium payments, refer to the UCSA Executive Honorarium Policy found on the UCSA website.

**Ngā Hononga | Relationship with:**

All UCSA Executive Members, Manahautū | UCSA Chief Executive, UCSA Advisory Board, UCSA Senior Leadership Team and staff, Tumu Whakarae | UC Vice Chancellor and Te Ohu Whakahaere | Senior Management Team, Tumu Kaunihera | UC Chancellor and Ngā Mema o te Kaunihera | UC Council, affiliated clubs and societies, students at UC, a variety of external stakeholders, including media and local and national government agencies.

**Mahi, Haepapa me ngā Hua | Duties and Responsibilities and Expected Outcomes:**

	<b>Mahi me ngā Haepapa</b> <b>Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b> <b>Expected Outcomes</b>
1	Chair the UCSA Executive Committee, and the Advisory Board, and undertake the duties associated with such responsibilities.	Ensure that the meetings follow committee meeting protocols.  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.
2	Act as the official media liaison and spokesperson for the UCSA.	Speak on behalf of the UCSA as appropriate and seek advice from Manahautū   Chief Executive, Advisory Board and/or communication advisors when dealing with issues/media.
3	Provide student input on non-academic matters at a local and national level.	Gather relevant data, enter submissions and proposals, and speak on student matters at a local and national level, with assistance from the Tumuaki Tuarua Pāhekoheko   Vice-President - Engagement, seeking appropriate input and advice from the Chief Executive and Advisory Board.
4	Attend and report on ex-officio committees and such other committees the Tumuaki   UCSA President may be appointed to from time to time including, but not limited to: <ul style="list-style-type: none"> <li>• UCSA Executive Committee</li> </ul>	Attendance at all the UCSA Executive Committee meetings and any such committees as appointed to by the UCSA Executive.  Present a written monthly President's report to the Advisory

	<b>Mahi me ngā Haepapa</b> <b>Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b> <b>Expected Outcomes</b>
	<ul style="list-style-type: none"> <li>• Advisory Board</li> <li>• Chief Executive Employment Committee</li> <li>• Te Kaunihera o Te Whare Wānanga o Waitaha   University Council</li> <li>• University Audit &amp; Risk Committee</li> <li>• University Finance, Planning and Resources Committee</li> <li>• Te Poari Akoranga   Academic Board</li> <li>• UC-UCSA Student Voice Partnership Group (SVP) (co-chair)</li> <li>• SLAB (Student Levy Advisory Board)</li> </ul>	<p>Board and Executive (with exception of special meetings).</p> <p>Well informed and constructive student voice is heard at UC-UCSA Student Voice Partnership Group, SLAB and other relevant committees.</p> <p>Outcomes of SVP and SLAB are communicated to students in an effective way to promote transparency.</p>
5	Assist the Chief Executive and Senior Leadership Team in preparation of the strategic and annual plan	Be an active contributor to the UCSA strategic and annual planning process
6	Fulfil statutory and other obligations as per the Constitution by reading and understanding the Constitution and any other policy documents.	The UCSA is governed in a manner that is consistent with the Constitution and any other relevant policy documents.
7	<p>Chair the Annual General Meeting:</p> <p>Present the annual audited accounts of the Association for adoption.</p> <p>Submit the Annual Report of the Tumuaki   UCSA President of the preceding year for adoption.</p> <p>Appoint the Association Auditor.</p> <p>Present any constitutional matters for discussion.</p>	<p>Quorum reached and matters of business attended to as per the Constitution.</p> <p>The annual accounts for the UCSA are signed and made available at least 48 hours prior to the 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>

	<b>Mahi me ngā Haepapa</b> <b>Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b> <b>Expected Outcomes</b>
	Present items of general business for discussion.	
8	Chair the Half Annual General Meeting: Present the progress report of the incumbent Tumuaki   UCSA President Present any business outstanding from the Annual General Meeting Present any constitutional matters for discussion. Present items of general business for discussion.	Quorum reached and matters of business attended to as per the Constitution.  The progress report for the UCSA is written and presented.  Ensure any constitutional matters, proposed amendments and items of general business items are provided with due notice, at least 14 days before the Half AGM.
9	To act as a UCSA signatory to authorise UCSA Executive expenses as well as the UCSA's payroll, PAYE and creditors.	Be available to act as a UCSA signatory at key business operational times.
10	Organise and facilitate an induction of the Student Executive	Ensure the Student Executive are provided with information and training regarding their role in terms of:  The UCSA and its policies and services;  Representation on UC Faculties;  Health and Safety obligations;  Priorities for the year ahead.
11	Supervise, provide support, advice and feedback to the Tumuaki Tuarua Akoranga   UCSA Vice-President - Academic, Tumuaki Tuarua Pāhekoheko   UCSA Vice-President - Engagement and Student Executive members in their UCSA duties and responsibilities.	Ensure the Tumuaki Tuarua Akoranga   UCSA Vice-President - Academic and the Tumuaki Tuarua Pāhekoheko   UCSA Vice-President - Engagement carry out their duties and responsibilities to the required standards.  Any performance or other issue that may affect their role is dealt with promptly and brought to the attention of the Manahautū   UCSA Chief Executive.
12	Advise the Manahautū   UCSA Chief Executive on key issues relevant to the UCSA	Carry out these duties when required

	<b>Mahi me ngā Haepapa</b> <b>Duties and Responsibilities</b>	<b>Ngā Hua kei te Haere</b> <b>Expected Outcomes</b>
13	To act in good faith and provide support and advice to the Manahautū   UCSA Chief Executive in a timely manner	Carry out these duties when required
14	Promote the wellbeing of students	Initiative engagement initiatives that relate to wellbeing issues relevant to a range of students at that time.  Work with UC and UCSA staff to deliver key wellbeing messaging.
15	Take all practical steps to ensure their own and others health and safety at a governance level by proactively managing self-awareness of Health and Safety in the workplace.  Undertake Health and Safety observations and conversations when required.	All Executive members and staff remain safe and healthy in the workplace.  Health and Safety observations and conversations are undertaken in a thorough and timely manner.
16	Train the Tumuaki   UCSA President-Elect, as well as updating the Tumuaki   UCSA President Student Handover document to ensure a smooth transition period.	Handover is professional and meets the needs of the incoming Tumuaki   UCSA President.  The incumbent Tumuaki   UCSA President approves the timesheets of the handover period of the incoming Tumuaki   UCSA President.

#### **Me whakaoti i mua | Prerequisites:**

- Enrolled as a student at Te Whare Wānanga o Waitaha | University of Canterbury at the time of election and during their term as Tumuaki | UCSA President.
- Enrolled as a member of the UCSA at the time of election and has not waived their rights.

#### **Āhuatanga ngaio | Professional attributes:**

- 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 the UCSA, its committees and the Constitution.

#### **Āhuatanga tangata | Personal attributes:**

- New Zealand citizen or permanent resident
- Friendly and approachable
- Honest and reliable

- Excellent communication and interpersonal skills
- Ability to conduct their self 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

**Performance issues**

If the Manahautū | UCSA Chief Executive or any Executive member believes that the Tumuaki | UCSA President is not meeting their contractual obligations, a complaint may be submitted in writing via the Manahautū | UCSA Chief Executive to the Executive Honorarium Policy sub-committee (made up of the Tumuaki Tuarua Akoranga | UCSA Vice President - Academic, Tumuaki Tuarua Pāhekoheko | UCSA Vice-President Engagement plus three external members of the Advisory Board), and a decision on further action (if any) will then be made.

**Ngā Haepapa Oranga Tangata | Health & Safety Responsibilities – As a Director/Officer of the UCSA**

1. Ensure that the UCSA has the relevant systems and processes in place to comply with the Health and Safety legislation as per Director requirements.
2. Encourage a culture of continuous improvement and transparent, no blame reporting.
3. Undertake Health and Safety Conversations/Observations as determined by the Manahautū | UCSA Chief Executive.

**Waitohua | Signed:**

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**Incoming Tumuaki | UCSA President’s signature**

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**Outgoing Tumuaki | UCSA President’s signature**

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**Incoming Tumuaki | UCSA President’s name**

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**Outgoing Tumuaki | UCSA President’s name**

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**Rā | Date**

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