

Executive Honorarium Policy

Category:	Governance
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Approved By:	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 approved by the Advisory Board which consists of the President, Vice President, Finance Officer plus the external members. 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 Executive will be determined by the following:

- a) The President shall receive a total remuneration package of \$52,500 (gross per annum) in 2018 .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 and Finance Officer shall receive a total remuneration package of \$22,000 (gross per annum) in 2018 providing that the minimum performance and engagement standards are met (see below points 1-5)

If the CE 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 CE to the before mentioned subcommittee, a decision on further action (if any) will then be made.

- c) The General Executive shall receive a total remuneration package of \$5,200 (gross per annum) in 2018 providing that the minimum performance and engagement standards are met (detailed below).

Minimum performance and engagement standards:

- 1 Attendance at UCSA Meetings including AGM and Half AGM (80% attendance expected)
- 2 Attendance at UC Committee Meetings (80% attendance expected)
- 3 Attendance at various UCSA functions (80% attendance expected)
- 4 Undertake Health and Safety Observation/Conversation (1 per annum undertaken)
- 5 Undertake handover to the next General Executive member in a timely, professional manner

Honorarium of the General Executive

The Association understands that members of the Executive have study and other commitments but there is a minimum performance and engagement standard that must be met in order for an elected member to receive the full honorarium.

If the performance of a General Executive is deemed to not be meeting the minimum performance and engagement standard, then the quantum deducted from the Honorarium will be determined by the Sub-Committee. This will be undertaken in October at the Advisory Board meeting to enable the Honorarium to be ceased or deducted over the last three months of the financial year.

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:

Payments to the General Executive will be made on a fortnightly basis paid over 52 weeks commencing the completion of the Executive induction. Once the Executive induction is completed, the General Executive will be back paid to the beginning of the start of the calendar year.

If a General Executive member stands down from their role prior to the Executive induction, they will not receive any remuneration. His/her replacement will only be remunerated from the period they take over the role, as determined by the President and Finance Officer.

Review

All Executive positions are annually adjusted by the Consumer Price Index for wages in the first quarter of each subsequent year.

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, are able to claim for mileage as per the IRD published rate when undertaking activities that relate to the UCSA.

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.