

UCSA INTERNATIONAL REPRESENTATIVE EXECUTIVE MEMBER

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 120 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 INTERNATIONAL REPRESENTATIVE 'S ROLE AND OBLIGATIONS

Date of effect: This position description shall be executed on 1 January of each calendar year by the respective UCSA Executive Member.

Position:

The International Representative will represent international students as well as holding responsibilities and portfolios allocated by the President based on the incumbent's strengths. This position is open to the full UC student population.

Primary objective(s):

- To ensure that all student voices are heard and represented with a specific focus on international students
- Advocate for international students as part of the governing body of the UCSA

Accountable to:

UCSA President, Fellow UCSA Student Executive, UCSA Student 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, international student clubs, variety of external stakeholders, including international communities

Duties, Responsibilities and Expected Outcomes:

| | Duties and responsibilities | Expected Outcomes |
|---|---|---|
| 1 | Representation on relevant UCSA Committees | Attendance at UCSA Committees as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible. Attendance at Annual General Meetings, Special General Meetings and other official meetings of the student body as required. |
| 2 | Work with relevant UC staff on initiatives that enhance international student experience and represent international students on relevant University committees, Other committees as appointed | Attendance at Committees/Faculties as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible. Reports on these meetings and on any issues of concern are to be brought to the attention of the Executive as soon as possible. |
| 3 | Chair or attend the International Student Advisory Group | Reports on these meetings and any issues of concern are to be brought to the attention of the Executive as soon as possible. |
| 4 | Attend the Executive induction in February. | Proactively take part in all aspects of the induction. |
| 5 | Establish goals and objectives working with international clubs at the beginning of the portfolio term in conjunction with the President and Vice-President and work to achieve those goals | Goals and objectives are achieved in line with agreed plans and timetables. |
| 6 | Regular updates to the President and Vice-President regarding the progress made towards achieving the goals set at the beginning of the portfolio term | Reporting to these goals and objectives as frequently as agreed to by the Executive. |
| 7 | To carry out duties which may be reasonably required by the UCSA President from time to time | Carry out these duties when required. |
| 8 | Take all practical steps to ensure their own and others health and safety. | Proactively manages self-awareness of Health and Safety in the workplace. Awareness of hazards in their area and works towards minimising/eliminating risks, understands and is aware of H&S responsibilities at governance level |

| | Duties and responsibilities | Expected Outcomes |
|----|---|---|
| 9 | Be visible and accessible to the student body as required. | Maintain regular office hours. |
| 10 | Review any items in the UCSA Governance Policies at the beginning of the term that relates to the UCSA Member's designated portfolio. Advise the Vice-President of any immediately obvious changes or updates required. | Carry out these duties when required. |
| 11 | To train the International Representative-Elect, as well as updating the International Representative Student Handover document to ensure a smooth transition period. | Handover is professional and meets the needs of the incoming International Representative Executive member. |

Prerequisites:

- Enrolled as a student at the University of Canterbury at the time of election and international student during their term as a UCSA International Representative Executive Member
- 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 needs of International students
- Knowledge and understanding of the services offered by the UCSA

Personal attributes:

- Ability to represent divergence of views constructively and ability to work as part of a team
- Friendly and approachable
- Honest and reliable
- Empathetic to the needs of diverse range of students
- 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
- Ability to prioritise, multitask and work under pressure
- Self-motivated, proactive with excellent time management skills
- Attention to detail and ability to receive and act on instructions delegated down

Remuneration:

Type: Honorarium

Amount: [\$5,200] (gross per annum) in 2018 providing that the minimum performance and engagement standards are met as per the Executive Honorarium Policy.

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 President and Chief Executive.

Signed:

International Rep Executive's signature

Incoming President's signature

International Rep Executive's name

Incoming President's name

Date

Date