

UCSA TUMUAKI | PRESIDENT

Date of effect: This full time position shall start on the 1st January of each calendar year and finish on the 31st December.

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 Waitaha Canterbury is all that it can be.

TIROHANGA WHĀNUI | OUR VISION

We are here for students.

WHAKATAKANGA | OUR MISSION

Helping students succeed and belong.

TUMUAKI | 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 | 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 | President will spend time with the incumbent Tumuaki | 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:

- UCSA Executive Assistant | Tautāwhi
- UCSA Vice President | Tumuaki Tuarua
- UCSA Finance & Engagement Officer | Āpiha Pūtea
- 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, UCSA Chief Executive, UCSA Advisory Board, UCSA Senior Leadership Team and staff, Tumu Whakarae | UC Vice Chancellor and Te Ohu Whakahaere | Senior Management Team, UC Tumu Kaunihera | Chancellor and UC Te Kaunihera o Te Whare Wānanga o Waitaha | Council, affiliated clubs and societies, students at UC, a variety of external stakeholders, including media

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

| | Mahi me ngā Haepapa Duties and Responsibilities | Ngā Hua kei te Haere Expected Outcomes |
|---|---|---|
| 1 | Chair the UCSA Executive Committee, and the Advisory Board, and undertake the duties associated with such responsibilities. | Ensure that the meetings follow committee meetings 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 the Chief Executive, Advisory Board and/or Communication advisors when dealing with issues/media. |
| 3 | Attend and report on ex-officio committees and such other committees the Tumuaki President may be appointed to from time to time including, but not limited to: <ul style="list-style-type: none"> • UCSA Executive Committee • Advisory Board • Chief Executive Employment Committee • University Council • University Risk & Audit Committee • University Finance, Planning and Resources Committee • Academic Board | 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 Board and Executive (with exception of special meetings) |

| | Mahi me ngā Haepapa Duties and Responsibilities | Ngā Hua kei te Haere Expected Outcomes |
|---|--|---|
| | <ul style="list-style-type: none"> Joint Operations Advisory Board Committee (JOAB) (co-chair) | |
| 4 | 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 |
| 5 | 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. |
| 6 | Chair the Annual General Meeting: <ul style="list-style-type: none"> Present the annual audited accounts of the Association for adoption. Submit the Annual Report of the President of the preceding year for adoption. Appoint the Association Auditor Present any constitutional matters for discussion Present items of general business for discussion. | <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> |
| 7 | Chair the Half Annual General Meeting: <ul style="list-style-type: none"> Present the progress report of the incumbent President Present any business outstanding from the Annual General Meeting Present any constitutional matters for discussion Present items of general business for discussion. | <p>Quorum reached and matters of business attended to as per the Constitution.</p> <p>The progress report for the UCSA is written and presented.</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 Half AGM.</p> |
| 8 | To act as a UCSA signatory to authorise UCSA Executive expenses as well as the UCSA's payroll, PAYE and creditors. | Is available to act as UCSA signatory at key business operational times. |
| 9 | 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: |

| | Mahi me ngā Haepapa Duties and Responsibilities | Ngā Hua kei te Haere Expected Outcomes |
|----|---|--|
| | | <ul style="list-style-type: none"> • UCSA and its policies and services; • Representation on UC Colleges; • Health and Safety obligations; • Priorities for the year ahead. |
| 10 | Supervise, provide support, advise and feedback to the Tumuaki Tuarua Vice President, Āpiha Pūtea Finance & Engagement Officer and Student Executive members in their UCSA duties and responsibilities. | <p>Ensure the Vice President and the Finance & Engagement Officer carry out their duties and responsibilities to the required standards.</p> <p>Any performance or other issue that may affect their role is dealt with promptly, and brought to the attention of the Chief Executive.</p> |
| 11 | Advise the Chief Executive on key issues relevant to the UCSA | Carry out these duties when required |
| 12 | To act in good faith and provide support and advice to the Chief Executive in a timely manner | Carry out these duties when required |
| 13 | <p>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.</p> <p>Undertake Health and Safety observations and conversations when required.</p> | <p>All Executive members and staff remain safe and healthy in the workplace.</p> <p>Health and Safety observations and conversations are undertaken in a thorough and timely manner.</p> |
| 14 | To train the Tumuaki President-Elect, as well as updating the Tumuaki President Student Handover document to ensure a smooth transition period. | <p>Handover is professional and meets the needs of the incoming Tumuaki President.</p> <p>The incumbent Tumuaki President approves the timesheets of the handover period of the incoming President.</p> |

Me whakaoti i mua | Prerequisites:

- Enrolled as a student at Te Whare Wānanga o Waitaha | University of Canterbury at the time of election
- 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 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 Chief Executive or any Executive member believes that the Tumuaki | President is not meeting their contractual obligations, a complaint may be submitted in writing via the Chief Executive to the Executive Honorarium Policy sub-committee (made up of the Tumuaki Tuarua | Vice President, Āpiha Pūtea | Finance & Engagement Officer 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 Chief Executive.

Waitohua | Signed:

Incoming Tumuaki | President's signature

Current Tumuaki | President's signature

Incoming Tumuaki | President's name

Current Tumuaki | President's name

Rā | Date

Rā | Date