

UCSA MĀNGAI WHAKAHAERE | GENERAL EXECUTIVE MEMBER

Date of effect: This part time position description 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 165 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.

MĀNGAI WHAKAHAERE | GENERAL EXECUTIVE'S ROLE AND OBLIGATIONS

Position:

Māngai Whakahaere | General UCSA Executive representative will represent students as well as holding responsibilities and portfolios allocated by the Tumuaki | President based on the incumbent's strengths.

Primary objective(s):

- Ensure that all student voices are heard and represented
- Represent the interests of students as part of the governing body of the UCSA

Accountable to:

UCSA Tumuaki | President, Fellow UCSA Student Executive, UCSA Student Members

Time commitments and honorarium:

As per the Constitution, this role is a part time position of approximately 10 hours per week. It is acknowledged that hours will vary between term time and non-term time. Regarding honorarium payments, refer to the UCSA Executive Honorarium Policy found on the UCSA website.

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 and relevant staff, affiliated clubs and societies, students at UC, UC Tumu Kaunihera | Chancellor and UC Te Kaunihera o Te Whare Wānanga o Waitaha | Council, a variety of external stakeholders.

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

	Mahi me ngā Haepapa Duties and Responsibilities	Ngā Hua kei te Haere 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.	Representation on relevant University committees	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.	Establish goals and objectives at the beginning of the portfolio term in conjunction with the Tumuaki President and Tumuaki Tuarua Vice-President and work to achieve those goals.	Goals and objectives are achieved in line with agreed plans and timetables.
4.	Regular updates to the Tumuaki President and Tumuaki Tuarua 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.
5.	Attend the Executive induction in February.	Proactively take part in all aspects of the induction.
6.	To carry out duties which may be reasonably required by the Tumuaki President from time to time.	Carry out these duties when required.
7.	Take all practical steps to ensure their own and others health and safety at a governance level by proactively managing self-	All Executive members and staff remain safe and healthy in the workplace.

	Mahi me ngā Haepapa Duties and Responsibilities	Ngā Hua kei te Haere Expected Outcomes
	awareness of Health and Safety in the workplace. Undertake Health and Safety observations and conversations when required.	Health and Safety observations and conversations are undertaken in a thorough and timely manner.
8.	Be visible and accessible to the student body as required.	Maintain regular office hours.
9.	Review any relevant UCSA Governance Policies at the beginning of the term that relates to the UCSA Member's designated portfolio. Advise the Tumuaki Tuarua Vice-President of any immediately obvious changes or updates required.	Carry out these duties when required.
10.	To train Māngai Whakahaere General Executive member, as well as updating the Student Handover document to ensure a smooth transition period.	Handover is professional and meets the needs of the incoming Māngai Whakahaere General Executive member.

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 a UCSA Executive Member
- Enrolled as a member of the UCSA at the time of election and has not waived their rights

Āhuatanga ngaio | Professional attributes:

- Knowledge and understanding of the needs of students
- Knowledge and understanding of the services offered by the UCSA

Āhuatanga tangata | 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

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 President and Chief Executive.

Waitohua | Signed:

**Incoming Māngai Whakahaere |
General Executive's signature**

**Incoming Tumuaki | President's
signature**

**Incoming Māngai Whakahaere |
General Executive's name**

Incoming Tumuaki | President's name

Rā | Date

Rā | Date