

UCSA TUMUAKI TUARUA | VICE-PRESIDENT

Date of effect: This part 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 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.

TUMUAKI TUARUA | VICE PRESIDENT'S ROLE AND OBLIGATIONS

It is important that the Tumuaki Tuarua | Vice 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 Tuarua | Vice President will spend time with the incumbent Tumuaki Tuarua | Vice President at the end of the previous year for up to 37.5 hours as part of a handover process, paid on evidence of hours worked (timesheets).

Whāinga Matua | Primary objective(s):

- Attend and report to the Executive on matters related to academia at UC.
- Provide student representation/voice to UC on matters relating to academia.
- Fulfil their role as the primary aid to the Tumuaki | President (being the elected representative and leader of the University of Canterbury Students' Association (**UCSA**) and the UCSA Executive)
- Deputise as Tumuaki | President in their absence

Whaiwhakaarotia | Accountable to:

UCSA President, Fellow UCSA Student Executive, UCSA Student Members

Responsible for:

The UCSA Student Executive will provide reports and input on academic issues which the Tumuaki Tuarua | Vice President oversees.

Time commitments and honorarium:

As per the Constitution, this role is a part time position of approximately 20 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.

Ngā Hononga | Relationship with:

All UCSA Executive Members, UCSA Chief Executive, UCSA Advisory Board, UCSA Senior Leadership Team and staff, UCSA Academic Coordinator, UC Tumu Whakarae | Vice Chancellor and Te Ohu Whakahaere | Senior Management Team, Amokapua Akoranga | Deputy Vice Chancellor Academic, other relevant UC departments, 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.

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

	Mahi, Haepapa me ngā Hua Duties and Responsibilities	Ngā Hua kei te Haere Expected Outcomes
1	<p>Representation on relevant UCSA Committees.</p> <p>Attend and advocate for the UCSA on committees the Vice-President may be appointed to as approved by the UCSA Executive including, but not limited to:</p> <ul style="list-style-type: none"> • UCSA Executive Committee (Deputy Chair) • UCSA Advisory Board 	<p>Attendance at UCSA Committees as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.</p> <p>Attendance at Annual General Meetings, Special General Meetings and other official meetings of the student body as required.</p>
2	<p>Coordination of Executive academic representation on College committees/boards in conjunction with the UCSA Kairuruku Akoranga Academic Coordinator</p>	<p>UCSA representatives attend College committees/board meetings.</p> <p>Reports from the College representatives on these meetings be brought to the attention of the Executive as soon as possible.</p>
3	<p>Representation on relevant University Committees/Boards</p> <ul style="list-style-type: none"> • Academic Board • University Academic Committees as required • University Appeals and Discipline Committees • University Scholarship Committees 	<p>Attendance at Committees/Boards as appointed. Apologies must be forwarded and acknowledged with as much notice as possible when attendance is not possible.</p> <p>Reports on these meetings and on any issues of concern are to be brought to the attention of the Executive as soon as possible.</p>
4	<p>Complete projects and tasks delegated by the Tumuaki President from time to time in a timely manner</p>	<p>Projects and tasks are successfully completed within agreed timeframes.</p>

	Mahi, Haepapa me ngā Hua Duties and Responsibilities	Ngā Hua kei te Haere Expected Outcomes
5	Work with the UCSA Kairuruku Akoranga Academic Coordinator on other academic matters	Reports to the Executive on academic matters are delivered within agreed timeframes.
6	Assist the Tumuaki President in organising and facilitating an induction of the Student Executive	Ensure the Student Executive are provided with information and training regarding their role in terms of: UCSA and its policies and services; Representation on UC Colleges; Health and Safety obligations; Priorities for the year ahead.
7	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.
8	Review Governance Policies	Seek input from Executive members and update governance policies in conjunction with UCSA staff in a timely manner.
9	Represent the UCSA as Acting Tumuaki President in accordance with the UCSA Constitution when the Tumuaki President is unable to do so.	Support the Tumuaki President in the smooth and efficient running of the office of the Presidency.
10	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.
11	To train the Tumuaki Tuarua Vice President-Elect, as well as updating the Tumuaki Tuarua Vice President Student Handover document to ensure a smooth transition period.	Handover is professional and meets the needs of the incoming Tumuaki Tuarua Vice President. The incumbent Tumuaki President approves the timesheets of the handover period of the incoming Tumuaki Tuarua Vice President.

Me whakaoti i mua | Prerequisites:

- Enrolled as a student at the University of Canterbury at the time of election and during their term as Tumuaki Tuarua | Vice-President.

- 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 services offered by the UCSA
- Knowledge and understanding of the university academic structures and processes

Āhuatanga tangata | Personal attributes:

- Friendly and approachable
- Honest and reliable
- Punctual and good time management skills
- Excellent communication and interpersonal skills, and the ability to work as part of a team
- 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
- Attention to detail and ability to receive and act on instructions delegated down

Performance issues:

If the Chief Executive or any Executive member believes that the Tumuaki Tuarua | Vice 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 President, 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 President and Chief Executive.

Waitohua | Signed:

Incoming Tumuaki Tuarua | Vice President's signature

Incoming Tumuaki | President's signature

Incoming Tumuaki Tuarua | Vice President's name

Incoming Tumuaki | President's name

Rā | Date

Rā | Date