

General/Distance President Role Deliverables

Overview

Tira Ahu Pae is the students' association for Massey University. It represents and provides services to all Massey University students studying via Distance domestically or internationally, or from the three physical campuses, located in Auckland, Manawatū, and Wellington. The association has a Tripartite Presidentship, which is composed of a General/Distance President (President/GDP), Māori President (Manawahakaere/MW), and Pasifika President, who work in partnership with equal oversight.

As per the provision of tino rangatiratanga within Article Two Te Tiriti o Waitangi, each President of the Presidents supports and leads the needs of their cohorts (General/Distance, Māori, Pasifika), while also governing over the services arm of the association. This position is a mixture of student representation and consultation. Te Tira Ahu Pae is a Te Tiriti led organisation and in recognition of provisions of kāwantanga within Article One of Te Tiriti o Waitangi, 50% of the Te Tira Ahu Pae Board Members and votes are tangata whenua and 50% tangata tiriti.

The Presidents are appointed by an appointment panel for a period of one (1) year, with the right of reapplication for a further one (1) year. The position is full-time (**1.0 FTE**) with a time commitment of **37.5 hours per week**.

Requirements

Due to the workload and commitment required to be successful in the role and to ensure the Presidents have adequate time to represent their students without their wellbeing or studies being affected, if studying, the Presidents should;

- not be studying more than 30 credits per semester if an undergraduate student
- not be studying more than 30 credits at any one time nor be classed as a full-time student if a postgraduate student
- if not a current student, it is preferred that applicants have been an enrolled student within past twelve (12) months of applying

Key Relationships

Internal: Te Tira Ahu Pae Members (Massey University Students), Te Tira Ahu Pae Board, Student Representatives (SR), Te Tira Ahu Pae General Manager, and Te Tira Ahu Pae Representation Manager

External: Te Tira Ahu Pae Alliance Partners, Massey University Te Kunenga ki Pūrehuroa, New Zealand Union of Students Associations (NZUSA), Te Mana Ākonga (TMA), Taura Pasifika (TP), National Disabled Students Association (NDSA), New Zealand International Students Association (NZISA)

Other: Tertiary Education Commission (TEC), Ministry of Education (MoE), Student Job Search (SJS)



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Remuneration

The General/Distance President is contracted by Te Tira Ahu Pae to supply the deliverables held within this document. All services are volunteered with honoraria payments (ex gratia payment for volunteered services) made fortnightly, on a supplied invoice. Remuneration is **living wage entitlement**.

Induction, Handover, & Good Procedure

To ensure proper handover procedures the Presidents are required to do the following:

Induction & Handover

- Complete training and development programme as part of their induction.
- Attend virtually or in person NZUSA Presidents training.
- Use allocated handover hours, to ensure proper handover between incoming and outgoing General/Distance President.
- Keep all association files, emails, and passwords, secure and tidy on Association devices. Maintain Association devices in good working order as per Association policy.

Ensuring proper procedures and etiquette is maintained are important to ensure proper representation of students and smooth functioning of the representation arm of the association. As leaders, the Presidents are expected to be an example to SR's and ensure good procedure by:

Good Procedure

- Where applicable, be available for **all** Association meetings (including Annual General Meetings and Special General Meetings), and national conferences, national and local campaign meetings, major Association events, and Association planning sessions; with inability to attend Association meetings and events being communicated to the Representation Manager in advance.
- Read agendas for any Association, University, or National boards, committees, or working parties **in advance of meetings**; send apologies in advance if unable to attend meetings; and read minutes for meetings to confirm accuracy.
- Report any Part 1/Part A matters of importance discussed within any University or national body boards, committees, or subcommittees, that may/will affect student(s) in the relevant report template. Report anything of importance to relevant SRs alerted.
- Actively participate on and complete required work for any boards, committees, working parties, focus groups, consultations, or working parties the President is on, whether it be with the Association, University, or at a national level.
- Take the lead on a minimum of one (1) focus group, working party, consultation, or policy review.
- Take the lead on a minimum of one (1) Massey University board or committee they are on.
- Notify the Representation Manager of changes in the availability/ability to represent students on Massey University Boards, Committees, Working Groups, consultations, or any other representative work for external organisations.
- Maintain good working professional relationships with all internal and external stakeholders, meeting with them (as required or per policy) to do so.



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- Respond to written communications in a timely manner and be available by phone as required.
- Prepare any verbal and/or written reports required for Te Tira Ahu Pae Board meetings, cohort meetings, or alike, in a timely manner as required by policy.
- Be inclusive of all cultures, the Rainbow and Takatāpui community, and the disabled community, and will promote diversity and inclusion within the Association and the University.

Governance

The Presidents will govern via their positions on the Te Tira Ahu Pae Board. The Board is responsible for governing the Student Services offered by the Association. This is not day-to-day management or operational oversight, but organisational direction and decision making made at a board level.

- Sit on and govern the student services through the Te Tira Ahu Pae Board.
- Be **willing** to chair the Te Tira Ahu Pae Board and ensure that standing orders of business are adhered to, with one President selected to do so. The Te Tira Ahu Pae Board Chair is the primary point of contact between the Te Tira Ahu Pae GM and the Te Tira Ahu Pae Board.
- One of the other two Presidents is to be appointed Deputy Chair and Chair meetings if the Chair is unable to do so.
- Be willing to be appointed Treasurer, with one Board Member appointed as such (unless already appointed Chair).
- Ensure Te Tira Ahu Pae Board and SRs operate in adherence to the Association Constitution and respond to potential Constitutional breaches in a timely manner and as per the Constitution.
- Ensures the Association abides by all relevant legislation.
- Maintain Conflict of Interest Register for Te Tira Ahu Pae Board.
- Hold a seat on the Te Tira Ahu Pae Policy Subcommittee and Finance Subcommittee.
- Strategic planning, policy development, and monitoring and progress reviews against strategic goals.
- Prepare student updates on association progress against strategic outcomes and to keep students updated on student representation work.
- Provide opportunities for students to inform service delivery.
- Ongoing relationship management with Massey University.
- One of the Presidents is to be the official media liaison [internal and external] unless it's cohort specific media requests in which case the pertinent President may speak with media.

Student Representation

Representation activities are broad and there are both structured and unstructured opportunities to represent the interests of students. SRs proactively seek opportunities to improve student life and address student needs. They provide feedback, influence, educate and comment on the many facets of Massey's operation. SRs collaborate, cooperate and partner with Massey to recognise and directly involve students' ideas, experiences, questions, and concerns into all levels of decision making.



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Student Representation

- Be allocated one (1) portfolio each; either the academic portfolio, wellness/welfare portfolio, or engagement portfolio. These portfolios will be allocated once Presidents has been appointed.
- If currently studying, must be a Class Representative for at least one (1) of course per semester.
- Sit on Academic Board as a Te Tira Ahu Pae appointed student representative, where they are to actively represent and express the needs of Massey University Students and engage on matters that may affect their cohort or the full University population.
- One of the Presidents is to be the Te Tira Ahu Pae representative on the Crisis Management Team (CMT) and be ready to attend meetings (should it come into effect).
- One of the Presidents is to represent Te Tira Ahu Pae at Student Job Search AGMs and SGMs.
- All Presidents are required to liaise, meet, and support all SR on Alliance and Partner groups and act as a liaison.
- The Presidents are to sit on the New Zealand Students' Association (NZUSA) Council.
- Each President is free to self-determine and direct their cohort of SR's, autonomously determining and leading how students in their cohort will be best represented.
- The Presidents are expected to take part in subcommittees and working parties for NZUSA, to ensure a national student voice and uplift the mana of all taura; with the ability to delegate to SR's if the SR's strengths and experience is more beneficial to said groups.
- As required, coordinate and lead Te Tira Ahu Pae national campaigns for the Presidents cohort.

Student Engagement

- Engage and consult with students regularly to understand student needs and concerns, and as required for specific consultations.
- Prepares regular updates to students on Te Tira Ahu Pae and student representation business.
- Implementation of communication and consultation strategy actions.
- Actively engages with students in ways that support their specific cohort and cohorts location including:
 - **Distance Students:** The President is to be part of the Massey@Distance Facebook and Stream Communities to represent, engage with, and see the needs of distance students. Distance orientations should be attended virtually and when able to, attend online events and in person major events on campus.
 - **Campus Students:** The President is to represent, engage with, and recognise the needs of campus students (including those living in halls of residence). They are required to attend large events (e.g. Orientation Week events) and smaller events when available or capacity is low to support Association staff.



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Leadership

The President is responsible for leading and managing their specific student cohort. I.E., Distance/General President leads Distance and General SR, the Tumuaki leads Māori SR, and the Pasifika President leads Pasifika SR. It is expected that the Presidents lead by example and respectfully represent Te Tira Ahu Pae and Massey University.

- Ensure all student SRs adhere to the Massey University Student Code of Conduct.
- Ensures the organisation honours the provisions within and the organisations obligations under Te Tiriti o Waitangi, as documented in the Te Tiriti aspirations strategy and implementation plan.
- Presidents are to ensure that all SR within their cohorts receive a thorough induction and handover between outgoing and incoming SR.
- Complete regular representative reporting as required by the Services Levy Agreement or Memorandum of Understanding (whichever is in effect).
- Lead monthly formal meetings with cohort SR. To develop action plans, review progress and provide direction and support, as required.
- Assist Location-Based VPs to ensure all SR invoicing are accurate and submitted on time.

Delegation & Responsibilities Matrix

		G/D President	Manawhakahaere	Pasifika President
	Te Tira Ahu Pae Board	✓	✓	✓
	Te Tira Ahu Pae Policy Subcommittee	✓	✓	✓
	Te Tira Ahu Pae Finance Subcommittee	✓	✓	✓
	Massey University Academic Board	✓	✓	✓
	NZUSA Council	✓	✓	✓
	Te Mana Akonga Council		✓	
	Tauira Pasifika Council			✓
	Alliance Partner Liaison	✓	✓	✓
<i>One of the following per President</i>	Te Tira ahu Pae Board Chair Deputy Board Chair Primary Media Liaison			
<i>One of the following per President</i>	Education Portfolio Wellness/Wellbeing Portfolio Engagement Portfolio			
<i>One of the following per President</i>	Massey University CMT Student Job Search Representative			