



TE TIRA AHU PAE
HEI HĀPAI WHAKAMANA

General & Distance Student Representative Role Deliverables

Overview

Te 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, Manawhakahaere (Māori President), 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 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 General Representatives are elected by students and hold office for a period of one (1) year. The Auckland, Manawatū, Wellington, and Distance General reps each work 44 weeks per year. The position is part-time with a time commitment of **10 hours per week (0.26 FTE)**.

Requirements

All General and Distance Student Representative applicants must be a current Massey University student at the time of election.

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 Groups and Partners, Massey University Te Kunenga ki Pūrehuroa, New Zealand Union of Students Associations (NZUSA)

Remuneration

All SR are considered contractors with honoraria payments (ex gratia payment for volunteered services) made monthly based on a supplied invoice. Remuneration is **living wage entitlement**.



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Induction, Handover, & Good Procedure

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

Induction & Handover

- Complete training and development programme as part of their induction.
- Use allocated handover hours to ensure proper handover between incoming and outgoing General Representatives.
- Keep all association files, emails, and passwords, secure and tidy on shared Association devices. Maintain shared Association devices in good working order and cared for as per Association policy.

Ensuring proper procedures and etiquette are maintained are important to ensure proper representation of students and smooth functioning of the representation arm of the association. As student representatives, reps are expected to be an example to students and ensure good procedure by:

Good Procedure

- Where applicable, be available for **all** Association meetings (including Annual General Meetings and Special General Meetings), national and local campaign meetings, major Association events, and Association planning sessions; with inability to attend Association meetings and events communicated to the Representation Manager in advance.
- Read agendas for any Association and University cohort meetings, committees, boards, 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 to relevant VP and appropriate SRs alerted.
- Actively participate on and complete required work for any boards, committees, working parties, focus groups, consultations, whether it be with the Association, University, or at a national level.
- Be involved in a minimum of one (1) focus group, working party, consultation, or policy review.
- Be involved in and take the lead on a minimum of one (1) Massey University board or committee.
- 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.
- Respond to written communications in a timely manner and be available by phone as required.
- Prepare any verbal and/or written reports required for Vice President led meetings, cohort meetings, or alike, in a timely manner as required by policy.
- Ensure all SR invoices are submitted to the relevant VP by 3rd of the following month with accurate detail of work completed in said month.
- 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.



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 decisions at all levels from course development to service delivery.

Student Representation

- May be allocated a minor portfolio each depending on portfolios developed, availability, and strengths.
- If currently studying, must be a Class Representative for at least one (1) of their courses each semester.
- Consult on and be aware of matters that may affect their campus cohort.
- As required, support Vice Presidents with campus special projects or campaigns.
- Attend monthly formal meetings with location-based student representatives, to develop action plans, review progress and support the relevant Vice President.
- Support in preparing 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.

Student Engagement

- Engage and consult with students regularly to understand student needs and concerns, and as required for specific consultations.
- Promote and help support students in creating a vibrant campus culture.
- Actively engage with students in ways that support their specific cohort and cohorts location including:
 - **Distance Students:** The Distance General Representatives are 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 campus based General Reps are 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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Student Consultation

The General Representative has a role in supporting and activating consultation on campus with their student cohort. There are different ways to engage in consultation and feedback with students, and it is important that student needs are actively listened to and shared within the association representation structure.

- Seek opportunities to communicate with students about campus related issues, or university wide issues, and record the feedback received from students.
- Attends association events and uses opportunities to meet and build relationships with students and diverse student communities.
- Communicate with students issues that may impact them or be relevant to your cohort or student community.