

## Pasifika Student Representative Role Deliverables

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### 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. It is our aim is to represent our unique Pasifika cultures through events, advocacy and support whilst enabling and facilitate connections within Pasifika communities. You will consult and educate on relevant Pacific matters and issues, presenting ideas and initiatives in support of driving parity of outcomes for Pacific peoples. Furthermore, you will take real pride embedding Pacific perspectives into the greater university as you seek to increase awareness, capability, and knowledge of Pacific communities to strengthen Pacific responsiveness.

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 Pasifika student representatives are expected to uphold the governance and self-determination on behalf of Pasifika students of Te Tira Ahu Pae. As student representatives this requires both student facing and representative facing responsibilities. The Pasifika student representatives must also consult and uphold the voice of Pasifika students within Te Tira Ahu Pae.

The Pasifika Student Representatives are elected by students and hold office for a period of one (1) year, with one rep each based in Auckland, Manawatū, Wellington, and Distance General. The role is par-time 44 weeks per year, with a time commitment of **10 hours per week (0.26FTE)**.

### Key Relationships

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

**External:** Te Tira Ahu Pae Alliance Partners, Massey University Te Kunenga ki Pūrehuroa, Massey University Pasifika Student Success Team (PSST), New Zealand Union of Students Associations (NZUSA), New Zealand International Students Association (NZISA)

### 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**.



## Induction, Handover, & Good Procedure

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

### Induction & Handover

- Complete training and development programme as part of their induction.
- Use allocated hours of handover hours, to ensure proper handover between incoming and outgoing Pasifika President and Pasifika Student Representatives.

Ensuring proper procedures and etiquette are maintained to ensure proper representation of students and smooth functioning of the representation arm of the association. As leaders, the Pasifika Student Representatives 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 to relevant VP and appropriate SRs alerted.
- 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 Te Tira Ahu Pae 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 Te Tira Ahu Pae Board meetings, cohort meetings, or alike, in a timely manner as required by policy.
- Ensure all SR invoices are submitted to the relevant VP by 3<sup>rd</sup> 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 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 decision making at all levels.

### 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.
- 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 Pasifika student updates on association progress against strategic outcomes and to keep students updated on student representation work.
- Provide opportunities for Pasifika 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.
- 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 Pacifica students and studying by distance or on campus including:
  - **Distance Students:** The Pasifika Student Representative is to be part of the Massey Distance Facebook and Stream Communities to represent, engage with, and understand the needs of Pasifika distance students. Distance orientations should be attended virtually, or a welcome video created should they not be able to attend.
  - **Campus Students:** The Pasifika Student Representative is to represent, engage with, and recognise the needs of Pasifika students studying on campus (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.
  - **Pasifika Language Weeks:** The Pasifika Student Representative is expected to be involved in facilitating, promotion, events and planning of Pasifika Language week outlined by The Ministry of Education ensuring all Pasifika weeks are included.



**TE TIRA AHU PAE**  
**HEI HĀPAI WHAKAMANA**

### Student Consultation

The Pasifika Student 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 being 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.