

## Vice President 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, Manawhakaheere (Māori President), and Pasifika President, who work in partnership with equal oversight.

Each Vice-President (VP) is responsible for student representation [via leadership of student representatives within the VP's location and delivery of student representation], and leadership [over the student representatives at location]. There may also be governance components [via Te Tira Ahu Pae Board membership], depending on Te Tira Ahu Pae Board appointments. 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 Vice Presidents are appointed by a recruitment panel for a period of **one (1) year**, with the right of reapplication for a further one (1) year. The campus-based VPs each work 44 weeks per year, and the Distance VP works 52 weeks. The position is part-time (**0.53 FTE**) with a time commitment of **20 hours per week**.

### Requirements

All VP applicants must be current Massey University student at time of appointment.

### Key Relationships

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

External: Te Tira Ahu Pae Alliance Partners, Massey University Te Kunenga ki Pūrehuroa, New Zealand Union of Students Associations (NZUSA), Te Mana Ākongā (TMA), Tauira 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)

### Remuneration

All VPs are 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 monthly, on a supplied invoice. Remuneration is **living wage entitlement**.



# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Induction, Handover, & Good Procedure

To ensure proper handover procedures the VPs are required to:

#### Induction & Handover

- Complete training and development programme as part of their induction.
- Use allocated handover hours, to ensure proper handover between incoming and outgoing VPs.
- Keep all association files, emails, and passwords, secure and tidy on Association devices. Maintain Association devices in good working order and cared for 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 VPs are expected to lead by example 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, and ensure appropriate SRs alerted.
- Actively participate on and complete required work for any boards, committees, working parties, focus groups, consultations, or working parties the VP is on, 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 each year.
- 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 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.



## TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

### Governance

To ensure diverse representation on the Te Tira Ahu Pae Board, if the General/Distance President studies/studied on campus, then the Distance VP will be appointed to the Te Tira Ahu Pae Board. Likewise, if the General/Distance President is distance based, one of the campus-based VPs will be appointed to the board. The board is responsible for governing the Student Services offered by the association. It's not day-to-day management or operational oversight, but organisational direction and decision making made at a board level.

- The appointed VP is to sit on and govern the student services through the Te Tira Ahu Pae board.
- 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.
- The appointed VP will be on either the Te Tira Ahu Pae Policy Subcommittee **OR** the Finance Subcommittee **unless** they have been appointed Treasurer in which case they must be on the Finance Subcommittee.
- Be willing to be appointed Treasurer, with one Board Member appointed as such.
- Help maintain Conflict of Interest Register for Te Tira Ahu Pae Board.
- Strategic planning, policy development, and monitoring and progress reviews against strategic goals.
- 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 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 portfolio depending on portfolios developed, availability, and strengths.
- Must be a Class Representative for at least one (1) of their courses each semester.
- The VP appointed to the Te Tira Ahu Pae Board is also to be 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 campus cohort or the full University population.
- The VPs may be asked to take part in subcommittees and working parties for NZUSA depending on their interests and experiences. The VP is expected to ensure a national student voice and uplift the mana of all taura and to be a responsible Te Tira Ahu Pae representative.
- As required, coordinate, support, or lead Te Tira Ahu Pae national campaigns.



## TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

### 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 VP Distance 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 campus-based VPs 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.

### Leadership

Each VP is responsible for leading and managing their location-based cohort. I.E., the VP Distance is responsible for Distance SR; VP Auckland for Auckland based SR; VP Manawatū for Manawatū based SR; VP Wellington for Wellington based SR. All VPs are to respectfully represent Te Tira Ahu Pae and Massey University.

- Ensure all student representatives 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.
- Ensure that all SR within at their location receive a thorough induction and handover between outgoing and incoming SR.
- Completes regular reporting as required by policy.
- Leads monthly formal meetings with location-based SR. To develop action plans, review progress and provide direction and support, as required.
- Ensure all SR are reporting on Part1/Part A matters of importance with other SR and maintaining records of reports.
- Ensure SR invoices are received by 3<sup>rd</sup> of month; correct, accurate, and uploaded by 5<sup>th</sup> of month to Teams for payment.
- The VP Distance is required to be on the Extramural Student Support Trust (ESST), responsible for distance scholarships. They are to attend Trust meetings, follow student trends to identify and adjust scholarships awarded depending on student needs, mark their assigned scholarships, and ensure that scholarships assigned to SR's are marked and returned on time.