

## **mawsa Executive Code of Conduct**

### **Portfolio Expectations**

The key role of a **mawsa** Executive is to represent the students encompassed in your portfolio/role description, and ensure that their needs, both welfare and education related, are being met. Please refer to your role description for further information regarding your portfolio expectations.

### **Governance Expectations**

The **mawsa** Executive are the governing body of **mawsa**. This means that all Executives are responsible for making decisions pertaining to the general operations of **mawsa** (events, Magneto, advocacy, class representatives, clubs, et cetera). The governing body provides direction, leadership and has control of **mawsa**. In order to be a governing member of **mawsa** the following expectations apply:

- Respecting and upholding good governance principals.
- Acting professionally and in the best interest of our members.
- Attending at least 75% of Executive meetings and submit apologies when unable to attend.
- Preparing for meetings by submitting reports on time and thoroughly reading the papers.
- Actively contributing at meetings and follow meeting rules.
- Verbally reporting at least every second Executive meeting and submit an end of semester written report on the template provided.
- Ensuring **mawsa**'s constitution, strategic plan and policies are current and appropriate and monitor that they are being upheld.
- Monitoring **mawsa**'s performance in achieving the strategic plan and ensure financial prudence.

### **General Expectations**

While your primary focus as a **mawsa** Executive is to focus on and represent the students relevant to your role description/portfolio there are also general Executive responsibilities which you will be expected to fulfil. Such responsibilities include:

- Attending **mawsa** General Meetings.
- Being in the **mawsa** office 3 hours a week to work on projects, support the office and be available for students by appointment.
- Supporting and assisting other Executives where needed.
- Supporting and attending mawsa events where available.
- Promoting **mawsa** and yourself as an Executive.
- Writing content for Magneto when applicable.
- Wearing the executive branded t-shirts on campus and to mawsa events
- Attending **mawsa** Executive training, NZUSA conferences and other related events.

## **Association Expectations**

While you are an Executive **mawsa** is responsible for:

- Providing you with full Executive training, contacts and appropriate resources to fulfil your role as an Executive.
- Supporting and treating you fairly.
- Providing you with a reference upon request at the end of your term.
- Providing you an honorarium through the Executive honoraria process.