

## Role description

### Education Vice President

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<b>Reports to:</b>	President, Executive and <b>mawsa</b> members
<b>Period of office:</b>	Takes effect from the 1 <sup>st</sup> of December
<b>Hours of work:</b>	Twelve hours a week to be negotiated with the President
<b>Remuneration:</b>	Salary as agreed to by students at a General Meeting

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#### 1. Position Scope

The **mawsa** Education Vice President represents **mawsa** members' interests in areas of education, leads the management of the Executive and supports the President. The main focus is specifically education related portfolios, however working with the Welfare Vice President on other issues is recommended.

#### 2. Key responsibilities

##### 2.1. Representation

- To act as the President in the absence, incapacity or unwillingness of the president to perform due duties.
- Working with the Advocate to ensure a sustainable and consistent class rep system.
- Monitoring, Investigating and reporting on Education standards and policies within the University and the wider community.
- Participate and contribute to appropriate boards and committees and appropriate external student interest groups. These may include:
  - Student Assistance Programme (SAP) Hardship Fund
  - Study Link
  - Reduce Harm Committee
- Liaise regularly with the appropriate University departments to ensure student education needs are being met in conjunction with the President where required. These may include:
  - Head of Departments
  - Student health centre
  - Student learning centre
- Ensure that students are adequately consulted and represented in academic matters.
- Ensure issues of concern to students are being addressed by **mawsa** and/or the University.
- Organise and support initiatives that benefit student education.
- Be actively involved with nation wide student initiatives as appropriate.
- Be accessible to students.
- With the President, publish an Education Vice Presidents' column in every second edition of Magneto.

## **2.2. Executive**

- Undertake the President's appraisal with other Executive members as necessary.
- Meet with the President at least once a week to discuss matters deemed important.
- Act as Chairperson for Executive meetings in the absence of the President or as needed.
- Ensure an Education Vice President's report is presented to each Executive meeting which should cover:
  - Any meetings conducted
  - Political activities concerning the Education sector
  - Updates on any sub-committees
  - Projects and activities undertaken
- Participate in and / or lead Executive sub-committees as needed.
- Support the Welfare Vice President in the organisation and management of the Executive with support from the President.
- With the President, monitor and support the work of Executives to ensure they are fulfilling their responsibilities as defined in the Executive Code of Conduct.
- Be available for consultation with Executives.
- Ensure **mawsa's** responsibilities in the Executive Code of Conduct are upheld.
- With the President and Executive, ensure that the **mawsa** Constitution is kept current and relevant.
- Lead the development or updating of policies statements as needed with the President and Executive.

## **2.3. mawsa**

- With the Executive, ensure the constitution, policies and charters are being upheld and enacted.
- With the President, monitor that an annual strategic plan in line with the Association objectives is developed or updated and is recommended by the Executive to a General Meeting.
- With the Executive, monitor the progress of the annual operation plan.
- With the Executive, monitor that **mawsa** finances are being properly managed
- Act as a cheque signatory for **mawsa**.
- Ensure compliance with the Treaty of Waitangi.

## **3. Relationships**

Internal: Student Executives  
President  
Association Manager  
**mawsa** Staff

External: Massey University staff  
Executives from other Students' Associations  
Executives and Staff of membership bodies  
Massey Wellington Campus Groups (where appropriate)  
Massey University groups (where appropriate)  
Student service groups (where appropriate)

## **4. Key competencies – *training can be provided where needed***

Strategic thinking  
Basic financial understanding  
People and relationship management  
Good communication (written and oral)  
Legal/Constitutional compliance

Negotiation and conflict resolution  
Strong analytical skills  
Project management  
Effective time management  
Technology literate