

# **mawsa**

**masseywellingtonstudentsassociation**

## **Portfolio outline**

### **CoCA Executive**

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#### **Position Scope:**

To represent the views of CoCA students to ensure their needs are being adequately met.

#### **Key Responsibilities (in addition to the Exec code of conduct):**

- Ensure the views of CoCA students are represented at the **mawsa** Executive table
- Act as a liaison between **mawsa** and CoCA students
- Attend any CoCA board meetings as a student representative and ensure students are appropriately informed
- Build and maintain a good relationship with any design and fine arts groups and meet regularly with them
- Facilitating and assisting with events that pertain to CoCA students
- Ensure CoCA students are aware of services offered to them by **mawsa**

#### **Relationships:**

- **mawsa** Executive and staff
- Pro Vice Chancellor CoCA
- CoCA General Staff
- Creative Hospitality Team
- Student Services staff