



Role description

President

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| Reports to: mawsa | Executive and mawsa members |
| Period of office: | 1st December to 31st December in any year |
| Hours of work: | 9am – 5.30pm Monday to Friday with a half hour lunch break (40 hours per week). Should additional hours be required exceeding the noted 40 hours the extra work will be recognised through the time in lieu process as noted in the Presidential Contract. |
| Remuneration: | Salary as agreed to by students at a General Meeting |

1. Position Scope

The **mawsa** Student President represents mawsa members' interests within the University and at a national level and is responsible for the leadership and governance of **mawsa**.

2. Key responsibilities

2.1. Representation

*Objective: Improve the student experience by representing the views and needs of **mawsa** members using a strong and independent student voice.*

External, relationships and stakeholders

- Be **mawsa's** spokesperson or nominate a person to do so
- Build and maintain relationships with key stakeholders and affiliate groups
- Ensure that affiliate bodies are promoted
- Meet regularly with the Wellington Campus Registrar and senior members of the Registrar's office (where appropriate) to report on matters of importance to **mawsa** and **mawsa** members

Committees and boards

- Participate and contribute to at least the following:
 - Student Services Trust (SST)
 - MAWSA Trust
 - Hardship Committee (MAWSA)
 - Human Resource Committee (MAWSA)

- Massey University Students Association Federation (MUSAF)
 - NZUSA – Federation Executive (FedEx)
 - Massey University Student Advisory Committee
 - Wellington Campus Operations Group (COG)
 - Wellington Campus Academic Leadership Forum (ALF)
 - Graduation Committee
 - Academic Board
 - College Boards (where appropriate)
- Participate and contribute to other ad hoc boards and committees where appropriate as they arise or nominate a person to do so

Students

- At the beginning of each semester, arrange and give class talks to as many first year and international classes as possible
- Ensure appropriate, effective student representative structures function on the Massey Wellington campus and where possible, within the overall University
- Understand the student view at all times
- Be informed of students needs at all times
- Ensure **mawsa** members are informed of relevant issues
- Identify and consult with minority groups and ensure they are fairly represented both externally and within **mawsa**
- Be accessible to students
- Ensure that a President, Vice President and relevant Executive columns are published in each edition of Magneto.
- Write an end-of-office report for presentation to students the following year's AGM

2.2. Leadership of the Executive

*Objective: To lead an engaged, active and accountable Executive that represents students effectively making informed decisions on behalf of **mawsa's** members and set and monitor **mawsa's** direction.*

Executive training and resources

- Ensure that the Executive are appropriately trained as soon as practical after their election. Ensure the following areas are covered (at a minimum):
 - Principals of good governance and its relationship to management
 - Representation
 - Delegated Authority
 - Constitution, Policy and the Strategic Plan.
 - Meeting Procedures
 - Executive Rights
 - Treaty of Waitangi
 - Harassment and conflict resolution
 - History of **mawsa**
 - Massey University structures and processes
 - Overview of the tertiary sector
 - Affiliate and affiliated bodies
- Ensure Executives are supported by appropriate information and resources including a current Executive resource manual

Executive meetings

- Ensure regular Executive Meetings are held where the President:

- Chair's the meeting or appoints a nominee to do so.
- Ensures a President's report is presented
- Monitor that a Vice President's reports is tabled
- Monitor that minutes are taken and held in safe keeping of Executive meetings in accordance with the constitution
- Ensure that all approved meeting minutes are signed by the chairperson
- Ensure decisions from the meetings are upheld and directives are carried out
- Call any additional Executive meetings when necessary

Executive activity and support

- Assist the Vice President in organising and managing the Executive
- Ensure that Executive portfolio outlines are current and clear
- Monitor and support the work of Executives to ensure they are fulfilling their responsibilities as defined in the Exec Code of Conduct in conjunction with the Vice President
- Ensure **mawsa's** responsibilities in the Exec Code of Conduct are upheld
- Encourage the Executive to remain relevant, connected and accountable to mawsa members
- Ensure that **mawsa** members are aware of the Executive and the Executive's activity
- With the Executive, decide what portfolios are to be offered in the following year and develop or update job descriptions
- Meet with the Vice President at least once a week to discuss matters deemed important
- Hold regular meetings with individual Executive members

Strategy and policy

- Ensure that the **mawsa** Constitution and policy statements are kept current and relevant in conjunction with the Executive
- Develop or update an annual strategic plan which is in line with the Association objectives, in consultation with **mawsa** members, Executive and staff to be recommended by the Executive at a General Meeting

2.3. Oversight of mawsa activity

Objective: Maintain a sustainable and accountable Association that delivers high quality relevant services to members.

Operations

- Ensure the annual Operational Plan achieves the objectives of the Strategic Plan
- Regularly monitor progress and effectiveness of the Operational Plan
- Ensure progress to the plan is reported on to the Executive
- Ensure relevant information is given to the Executive by the staff through the Association Manager that may affect their representative duties
- Ensure effective two way communication channels between **mawsa** and **mawsa** members are established and maintained and members are aware of **mawsa** activities
- Ensure that an end-of-year office report is presented to the Executive

Staff

- Be the Association Manager's employing agent on behalf of the Executive
- Chair the Human Resource Committee which shall:
 - Undertake the Association Manager's appraisal in accordance with their contract and the Employment Relations Act as a fair reasonable employer
 - Where required, negotiate the Association Manager's contract
 - Provide support to the Association Manager where needed

- Meet with the Association manager at least once a week
- Ensure effective working relationships between staff and Executive members through the Association Manager
- Actively support staff initiatives
- Attend weekly office meetings

Finances

- Act as a primary cheque signatory for **mawsa**
- Act as second signatory for SST, MAWSA Trust and the SAP fund
- Monitor that **mawsa** finances are being properly managed
- Monitor that a monthly financial report is presented to the Executive
- Monitor that a budget is drafted by the financial officer in consultation with the Executive and staff in accordance with the constitution
- Ensure that affiliated bodies receive appropriate funding

Compliance

- Monitor that the constitution, policies and charters are being upheld
- Monitor that relevant **mawsa** documents are registered with the companies' office
- Monitor compliance with the Treaty of Waitangi

General Meetings

- Chair all General Meetings or nominate an appointee to do so
- Ensure that all General Meetings are held in accordance with the **mawsa** constitution
- Ensure that a President's report is tabled at General Meetings.
- Monitor that minutes are taken of General Meeting and held in safe keeping in accordance with the constitution

Executive Elections

- Ensure that successful Executive elections are held in accordance with the constitution
- Ensure that appropriate information is made available to members

3. Relationships

Internal: Student Executives
Vice President/s
Association Manager
mawsa Staff

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

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

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|-------------------------------------|---------------------------------------|
| Strategic thinking | Good communication (written and oral) |
| Negotiation and conflict resolution | Effective time management |
| Basic financial understanding | Legal/Constitutional compliance |
| Strong analytical skills | Technology literate |
| People and relationship management | |
| Project management | |