

## Role description

### Welfare 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** Welfare Vice President represents **mawsa** members' interests in areas of student welfare, leads the management of the Executive and supports the President. The main focus is specifically welfare related portfolios, however working with the Education 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.
- Ensuring the association is transparent and tracking within budget.
- Monitoring, Investigating and reporting on Welfare 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:
  - Devon Sutcliffe Hardship Fund
  - Study Link
  - Reduce Harm Committee
- Liaise regularly with the appropriate University departments to ensure student welfare needs are being met in conjunction with the President where required. These may include:
  - Head of Departments
  - MAPS, Te Mana Mahiri, Disability services, and Uni Q.
  - 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 welfare.
- Be actively involved with nation wide student initiatives as appropriate.
- Be accessible to students.
- With the President, publish an Welfare Vice Presidents' column in every edition of Magneto.



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

Strong analytical skills  
Project management  
Effective time management  
Technology literate