

COMMUNICATIONS EXECUTIVE



Role Description 2020

Expected weekly volunteer hours

Each week the requirements of your role may vary. As Communication Executive you need to be able to commit to at least 2 hours of work each week.

Reports to

Student President and the Massey Wellington student body

Period of office

1st Dec 2019 – 30th Nov 2020

The role

As the Communications Executive you will represent students from both the College of Humanities & Social Sciences and the Massey Business School. It will be your job to make sure student welfare and education needs are being met.

An important part of your role will be communicating student feedback to Massey staff. As a keen problem solver you will also need to look for solutions to any issues that may arise.

You will also have the opportunity to work with other fantastic student representatives, such as the Massey Association of Communication Students (MACS) club Executive.

As Communications Executive you will also be a part of the MAWSA governance group. This group provides oversight over current and future activities within the association and sets MAWSA's future direction to ensure MAWSA is providing top quality services.

Prerequisites

To apply for the role of Communications Executive you must be enrolled as a student on the Massey Wellington campus.

You must also be studying towards either a bachelors or postgraduate degree in the College of Humanities & Social Sciences or Massey Business School for the duration of your term.

What a typical week might look like

A typical week for you as the Communication Executive will include a weekly or fortnightly Executive meeting. At the meeting each member of the Executive is expected to report in about projects they are working on or issues students they represent may be facing. The Executive will go over upcoming events, approve spending of MAWSA funds, approve new affiliations of clubs, and undertake general problem solving when any issues arise.

As the Communications Executive you will attend a monthly Massey Business School board meeting. At this meeting you will be there to represent and advocate for the best interests of students.

As an Executive member, your week is not only filled with meetings! You will also help MAWSA run events, such as Orientation, the annual ball, barbecues and much more! You can also take up your own projects to improve the student experience on the Massey Wellington Campus.

Governing MAWSA

Together the Executive makes up MAWSA's governance group. Each Executive member brings a diverse perspective to provide oversight of MAWSA's operations and future direction. As a group, you represent students' best interests to Massey University and ensure that MAWSA is providing quality services.

Governance Responsibilities

- Contribute to a diverse representation on the MAWSA Executive
- Ensure that MAWSA's constitution and policy statements are kept up-to-date, upheld and maintained in the best interest of Massey's Wellington students
- Monitor MAWSA's finances

General Meetings

The Executive is responsible for setting the date, running and recording MAWSA's General Meetings. These meetings happen only a few times a year and as an Executive you will be expected to attend. Special General Meetings (SGM) are held to pass changes to legal documents, co-opt in new Executives and go over other changes that require the student body to approve. The Annual General Meeting (AGM) is held to elect the incoming Student Executive, go over the current year's financial report and go over other changes that require the student body to approve.

Transitioning into the role

During October and November you will be handed over the Communication Executive role. This handover will include any ongoing projects the previous Communications Executive might have been working on, the contacts and relationships they have made, and anything else you need to know from their time within the role.

The 2020 MAWSA Executive take office from December 1st. Over the summer break there will be motions that need passing, but these can be done remotely. You won't be fully active in the role until Semester One 2020. At the start of the semester, MAWSA will provide you with multiple training days to equip you to be able to successfully govern MAWSA and ace your role as the Communication Executive. MAWSA will provide training opportunities throughout your term to help you develop your role even further.

Payment

Being a MAWSA Executive is a voluntary position, but it doesn't come without its perks! Free food is provided at Executive meetings, Executive are provided with training and experience that will be invaluable for future employment, regular team bonding activities are funded by MAWSA and there is an honoraria (small token as a gesture of thanks) available for your involvement in MAWSA's activities.