

# EDUCATION VICE PRESIDENT



## Role Description 2020

### Expected weekly volunteer hours

Each week the requirements of your role may vary. As Education Vice President you need to be able to commit to at least 3 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 Education Vice President you will represent all students with a particular focus on academic matters. It will be your job to help run the Class Rep programme alongside the Advocacy team and assist the Advocate with academic grievances.

As Education Vice President you will hold a second in command position alongside the Welfare Vice President in 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. You will also assist the Student President with the organisation and management of the Executive.

### Prerequisites

To apply for the role of Education Vice President you must be enrolled as a student on the Massey Wellington campus.

You should have a keen interest in helping coordinate MAWSA's Class Rep programme as well as a desire to advocate on behalf of students in academic matters.

### What a typical week might look like

A typical week for you as the Education Vice President 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 Education Vice President, 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 Education Vice President role. This handover will include any ongoing projects the previous Education Vice President 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 Education Vice President.

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.