

**Victoria University of Wellington Students' Association Te Rōpu
Tauira o te Kura Wānanga o te Upoko o te Ika a Maui Inc.**



EXECUTIVE JOB DESCRIPTIONS

In addition to key portfolio responsibilities, all Executive members shall:

- Be responsible for the shared governorship and long-term thinking and strategic leadership of the Association.
- Submit fortnightly work reports to the Executive Reporting Committee, highlighting the work you have undertaken in the relevant reporting period.
- Write a half year reports highlighting work undertaken to achieve your relevant constitutional goals and appraising your work in that particular period.
- Write an annual report highlighting work undertaken to achieve relevant constitutional goals over and appraising work over that year/
- Provide a full written and oral handover to the incoming Executive member taking over your position.

Documents relevant to all Executive members include:

- VUWSA Constitution
- VUWSA Strategic Plan
- VUWSA Annual Reports
- All VUWSA Policy
- Previous Executive Work and Half Year Reports

President

The President is responsible for ensuring that VUWSA, as an organization, meets its strategic and constitutional goals. They are responsible to the Executive and members for VUWSA's operations (including Advocacy, Welfare, Representative services, Clubs, events, student media and all services provided by the VUWSA Office). The President is responsible for chairing and providing leadership to the VUWSA Executive and ensuring that the Executive are acting transparently and being accountable.

Role Specifications

- Required to work a minimum of 40 hours per week.
- See VUWSA constitution for honoraria details
- 2 term limit on Presidency.

Personal Specifications

This role carries a lot of responsibility and as such you will generally need to work over your 40 hours a week. There is an expectation you will complete the workload required, and this may fluctuate depending on periods of high activity (e.g. Stress-free Study Week, Orientation).

Constitutional Roles and Responsibilities

Goal 1: Education Quality: To ensure that the University provides the best teaching and learning,

research opportunities, assessment and training to students.

Goal 2: Student Support: To advocate for adequate financial support, income and welfare for students in order to remove barriers to education.

Goal 3: Equity and Access: To promote equity for disadvantaged students in access to and within the University.

Goal 4: Services: To provide quality, cost effective services for the benefit of members, and, where appropriate, students.

Goal 5: Activities: To support sporting, social and cultural activities for and by students; primarily through Clubs and Representative Groups.

Goal 6: Public Issues: To be the critic and conscience of the University and society, by promoting discussion and action on issues concerning students.

Goal 7: Finance: To maximise the member benefits by minimising fees or user charges through internal efficiency and non-member revenue.

Goal 8: Accountability: To ensure accountability to, and representation of, members

Goal 9: Sustainability: To recognise the needs of current and future generations by promoting sustainable lifestyles and actions to members while ensuring the sustainable operation of the Association and University members

Chair of the Executive of the Association

Responsible for Overall leadership and policy implementation.

Act as Chair and convenor of Executive and General Meetings.

Act as Chief representative and responsible for all external relations.

Act as a member of Wellington Student Job Search Regional Management Committee.

Responsible for communication with students through such things as student media, Association meetings and forums, hostel liaison.

Seek a meeting at least once in each of trimesters 1 and 2 with delegate or delegation from Women, Māori and Overseas Student groups.

Key Responsibilities

Official spokesperson of the Association

Responsible for communication with VUWSA's members and the wider community

Coordinate and oversee all of the Association's external interactions, including (but not limited to): other students' associations, Victoria University of Wellington, central and local Government, the press and partners in the community

Be the VUWSA representative on all relevant external boards and committees

Produce and manage the collation of the VUWSA Annual Report (Impact Report) and Half Year Report

Chair all VUWSA meetings including Executive meetings and General Meetings. This includes ensuring standing orders are observed, that an agenda is prepared and circulated beforehand, and that all members, students and student media are advised of such meetings

Deliver regular, professional and adequate communication with the Executive

Maintain a good working relationship with all VUWSA Executive members and meet with them on a regular basis

Write a weekly President column in *Salient* about VUWSA's recent activities, also discuss issues relevant to students

Hold regular meetings with the Tumuaki of Ngāi Tauria, the Māori Students' Association at Victoria

Appraise, supervise, manage and employ the Chief Executive on behalf of the Executive

Guide and encourage the Executive on all Strategic Planning

Lead the Executive in Strategic Planning for the Association. This should include the development of both short and long-term strategies in relevant areas of the Association

Monitor and maintain a constructive media portfolio of the Association and of Victoria University students generally

Coordinate the activities of Executive members, and monitor each member's performance, including playing a major role in the development of objectives and performance targets

Ensure compliance with all the Association's legal and constitutional responsibilities

Ensure all Association actions are in compliance with the Constitution, Policy Statements, Executive Regulations, Budgetary Allocations, and Delegated Authority

Maintain a good working relationship with all VUWSA Representatives, *Salient*, and University Staff

Share responsibility for VUWSA's finances, particularly as a signatory to the Association's accounts

Have familiarity and be competent when acting in accordance with the VUWSA Constitution and all Standing Orders

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Weekly Executive Officer Meetings

Co-chair of the Advisory Committee on the Student Services Levy (ACSSL)

VUWSA Representative on the Joint Student Union Board (JSUB)

VUWSA representative on the NZUSA University Sector Council

Stakeholder Representative to Student Job Search (SJS)

Stakeholder Representative to University Sport New Zealand (USNZ)

Ex-officio member of the VUWSA Trust

Member of the VUWSA Executive Reporting Committee

Member of the VUWSA Audit and Finance Committee

Member of the VUWSA Policy Committee

Member of Sports and Cultural Council

Member of the VUW Sponsorship Committee

Academic Vice President

The Academic Vice President (AVP) heads the Education Team and is responsible with the President for the strategic direction of student representation on campus. They work with the Education Officer and relevant staff members to ensure that student representation works effectively at the University and that all representatives feel well supported and informed in their roles. They also have a key role in ensuring the University provides quality teaching and learning across all levels of study. They maintain a close relationship with Education-based Rep Groups.

Role Specifications

Required to work a minimum of 20 hours per week

See VUWSA constitution for honoraria details

You must be able to assist the President with work during University holidays and breaks

Personal Specifications

The Academic Vice President role requires someone who is passionate about the representation and advocacy of students in the area of education. You should have a keen interest in the issues which affect the lives of students in their studies at Victoria. In addition, this role suits those willing to take their passion and interest and work constructively with other groups on campus to improve the University's delivery of educational services for the benefit of all students. This person should have leadership experience and the ability to manage others in a constructive, inclusive way. The Academic Vice President holds responsibility for the output of their officer and is expected to support and guide the Education Officer.

Constitutional Roles and Responsibilities

Goal 1: Education Quality: To ensure that the University provides the best teaching and learning, research opportunities, assessment and training to students.

Goal 3: Equity and Access: To promote equity for disadvantaged students in access to and within the University.

Executive Officer of the Association.

Acting President in the President's absence.

Key Responsibilities

Head of the Education Team

Hold responsibility with the President for the strategic direction of VUWSA's representative and education-based services

Maintain a strong working relationship with the Education Officer and Education Organiser

Provide support and direction for the Education Officer

Advocates for students to the University about education related issues

Maintain a good working relationship with the Academic Office, including the Assistant Vice Chancellor (Academic)

Coordinate VUWSA submissions to the University and external bodies e.g. local and national government on academic issues

As an Executive Office, ensure compliance with the Association's legal responsibilities

Chair the Student Academic Committee, ensuring that all committee members are advised of meeting times and that they agenda is prepared and circulated beforehand

Ensure that there is a strong feedback process between the AVP and members of the Student Academic Committee and vice-versa

Sit on numerous Faculty Boards and Committees in a support function

Maintain a good working relationship with the President of the Postgraduate Students' Association

Meet regularly with and maintain a good working relationship with the Tumuaki Tuarua-Mātauranga/Education Vice President at Ngāi Tauira

Act as a signatory to the Association accounts

Assist the President by performing such special tasks/projects as may be delegated at the President's discretion

Other responsibilities

Help during Orientation, Re-Orientation, Stress Free Study Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums

Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. postering, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all times

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Weekly Education team meetings

Weekly Executive Officer meetings

Member of the VUWSA Policy Committee

Chair of the Student Academic Committee

Welfare Vice President

The Welfare Vice President heads the Welfare Team and is responsible for ensuring that VUWSA provides a diverse and appropriate range of welfare based services to members and students. They work closely with the Wellbeing and Sustainability Officer and the Equity Officer to ensure that students are provided with the right services and support to ensure their time at Victoria is the best it can be. They work closely with VUW Student Services and Welfare-based Representative Groups on campus.

Role Specifications

Required to work a minimum of 20 hours per week

See VUWSA constitution for honoraria details

You must be able to assist the President with work during University holidays and breaks

Personal Specifications

The Welfare Vice President role requires someone who is compassionate, empathetic and has deep understanding of student welfare issues. In addition, this person should be motivated and willing to drive, lead and contribute to projects for the financial, health, environmental and mental wellbeing of students at Victoria. This person should have leadership experience and the ability to manage others in a constructive, inclusive way. The Welfare Vice President holds responsibility for the output of their two officers and is expected to support and guide the Wellbeing and Sustainability, and Equity Officers (The Welfare Team).

Constitutional Roles and Responsibilities

Goal 2: Student Support: To advocate for adequate financial support, income and welfare for students in order to remove barriers to education.

Goal 3: Equity and Access: To promote equity for disadvantaged students in access to and within the

University.

Goal 6: Public Issues: To be the critic and conscience of the University and society, by promoting discussion and action on issues concerning students.

Goal 9: Sustainability: To recognise the needs of current and future generations by promoting sustainable lifestyles and actions to members while ensuring the sustainable operation of the Association and University members.

Executive Officer of the Association

Acting President in the President's, and Academic Vice President's absence.

Key Responsibilities

Head of the Welfare Team, including acting as chair the Welfare Committee, ensuring that all committee members are advised of meeting times and that they agenda is prepared and circulated beforehand

Hold responsibility with the President for the strategic direction of VUWSA's welfare based services

Assist with the running of Stress Free Study Week during study week in Trimester 1 and 2

Organise and deliver, in partnership with Student Health, a Free Flu Shot campaign in March/April every year

Maintain a strong working relationship with and provide support and direction for the Wellbeing and Sustainability and Equity Officers

Maintain a strong working relationship with the VUWSA Student Advocate

Maintain positive relationships with all VUW Student Services and Mangers, in particular Finance Advice, Counselling, Health and Disability Services and key welfare related staff such as the Student Interests and Disputes Resolution Advisor

Advocate for students to the University about welfare related issues

Coordinate VUWSA submissions to the University and external bodies e.g. local and national government on welfare related issues

Ensure Executive compliance with the Association's legal responsibilities as an Executive Officer

Support, meet regularly with and maintain a good working relationship with the Welfare-based Representative Groups: UniQ, Women's Group, Pasifika Students' Council, Can-Do and the International Students Council

Meet regularly with and maintain a good working relationship with the Welfare Vice President at Ngāi Tauria

Act as a signatory to the Association accounts

Assist the President by performing such special tasks/projects as may be delegated at the President's discretion

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Weekly Welfare team meetings

Weekly Executive Officer meetings

VUWSA Representative on ACSSL

Chair of the Student Equity and Diversity Committee

Other responsibilities

Help during Orientation, Re-Orientation, Stress Free Study Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums

Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. postering, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all times

Engagement Vice President

The Engagement Vice President (EVP) heads the VUWSA Engagement Team and is responsible for ensuring that there is strong communication and opportunities for involvement between VUWSA, its members and students. They lead the Engagement team and work closely with the Clubs and Activities and Campaigns Officer. They work to build a strong student community through events, activities, campaigns and discussion, working alongside satellite student representatives both within and across campuses. They are responsible for helping any new Representative Groups start on campus. The EVP works with relevant groups in the community on issues affecting students and helps to build and strengthen VUWSA's role in the wider community.

Role Specifications

Required to work a minimum of 20 hours per week

See VUWSA constitution for honoraria details

You must be able to assist the President with work during University holidays and breaks

Personal Specifications

The Engagement Vice President requires someone who is outgoing, willing to engage with students and the wider community and is above all passionate about democratic engagement. This person should have strong connections to the student community, and an interest in the issues faced by students on and off campus. This person should have leadership experience and the ability to manage others in a constructive, inclusive way. The Engagement Vice President holds responsibility for the output of their two officers and is expected to support and guide the Activities and Clubs, and Campaigns Officers (The Engagement Team).

Constitutional Roles and Responsibilities

Goal 5: Activities: To support sporting, social and cultural activities for and by students; primarily through Clubs and Representative Groups.

Goal 6: Public Issues: To be the critic and conscience of the University and society, by promoting discussion and action on issues concerning students.

Goal 8: Accountability: To ensure accountability to, and representation of, members.

Executive Officer of the Association

Acting President in the President's, Academic Vice President's, and Welfare Vice President's absence

Key Responsibilities

Lead the Engagement Team

Hold responsibility, with the President, for overseeing all VUWSA's engagement activities

Help the President in the production of the VUWSA Annual Report (Impact Report) and Half Year Report

Ensure Executive compliance with the Association's legal responsibilities as an Executive Officer
Chair VUWSA's 'Better Forums'

Ensure that the campus activities programme targets student groups effectively e.g. first year students, international students etc.

Develop and maintain a student volunteer programme to support the VUWSA activities plan and other VUWSA activities

Maintain a strong working relationship with and provide support and direction for the Clubs and Activities Officer and the Campaigns Officer

Work alongside the President, Chief Executive and other staff to raise awareness of and membership of the Association

Where appropriate, and in consultation with the President, work on developing partnerships within the community

Act as a signatory to the Association accounts

Assist the President by performing such special tasks/projects as may be delegated at the President's discretion

Other responsibilities

Help during Orientation, Re-Orientation, Stress Free Study Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums

Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. poster, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all times

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Weekly Engagement team meetings

Weekly Executive Officer meetings

Treasurer–Secretary

This Officer role contains the duties of both Association Treasurer and Association Secretary. They are responsible for working with the relevant staff members and the VUWSA President to develop the annual VUWSA budget. They chair the Audit and Finance, Executive Reporting and Publications Committees. They are also an ex-officio member of the VUWSA Trust along with the VUWSA President. The Treasurer-Secretary is the Secretary of the Association and responsible for ensuring that all minutes and Association documentation is up to date and accessible to members. They work to ensure that VUWSA remains efficient and accountable, through regular reporting and strong policy.

Role Specifications

Required to work a minimum of 10 hours per week

See VUWSA constitution for honoraria details

Personal Specifications

The Treasurer–Secretary role requires someone who is diligent, professional, organised and committed to a better functioning Association. This person should be interested in issues of accountability, reporting and transparency. You should have excellent planning and organisational ability, and recognise the value of maintaining accurate records. Punctuality, timeliness and administrative ability are a must.

Constitutional Roles and Responsibilities

Goal 4: Services: To provide quality, cost effective services for the benefit of members, and, where appropriate, students.

Goal 7: Finance: To maximise the member benefits by minimising fees or user charges through internal efficiency and non-member revenue.

Goal 8: Accountability: To ensure accountability to, and representation of, members.

Executive Officer of the Association

Secretary of the Association

Key Responsibilities

Work closely with the Audit and Finance Committee and much of their work is done in conjunction with this committee

Monitor the Association's financial performance against the budget and conduct a full budget review every quarter

Meet monthly with the Chief Executive to review monthly accounts, expenditure and anticipated variances

Provide financial advice to the Executive, its committees and General Meetings

Present VUWSA Accounts at the Initial and Annual General Meetings

Work with the Welfare Team in creating financial campaigns and activities e.g. Free Tax Back initiative

Maintain a strong working relationship with the President, other Association Officers and the VUWSA Trust

Act as a signatory to the Association accounts

Ensure Executive compliance with the Association's legal responsibilities as an Executive Officer

Act as the Association Secretary. On committees the Treasurer-Secretary in chair, the role of Secretary shall be delegated to another member, who will provide the Treasurer-Secretary with the minutes of the meeting for their records

Work alongside the President to organise the agenda for VUWSA Executive meetings

Keep all minutes of meetings of the Association, including Executive, General and Committee meeting minutes

Work alongside the President to organise General Meetings, including preparing an agenda, ensuring Constitutional requirements of notification are met and publicity of the meetings

Ensure all VUWSA meeting minutes and Executive Work Reports are put on the VUWSA website in a timely fashion

Ensure that all VUWSA Policy are reviewed by their review dates

Assist the President by performing such special tasks/projects as may be delegated at the President's discretion

Other responsibilities

Help during Orientation, Re-Orientation, Stress Free Study Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums

Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. postering, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all times

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Weekly Executive Officer meetings

Chair of the VUWSA Audit and Finance Committee

Chair of the VUWSA Policy Committee

Chair of the VUWSA Publications Committee

Chair of the VUWSA Executive Reporting Committee

Ex-officio member of the VUWSA Trust

Education Officer

The Education Officer works closely with the Academic Vice President regarding academic matters within the University and student representation. In particular the Education Officer works closely with education-based rep- groups, seeking feedback and supporting their activities and initiatives where appropriate. They also take an active role in supporting and training Class Representatives and where appropriate working with the Campaigns Officer to run education-based campaigns.

Role Specifications

Required to work a minimum of 10 hours per week

See VUWSA constitution for honoraria details

Personal Specifications

The Education Officer role requires someone who is passionate about the representation and advocacy of students in the area of education. You should have a keen interest in the issues which affect the lives of students in their studies at Victoria. In addition, this role suits those willing to take their passion and interest and work constructively with other groups on campus to improve the University's delivery of educational services for the benefit of all students. Reasonable knowledge of the Class Rep, Faculty Delegate and Course Review processes is fundamental.

Constitutional Roles

Goal 1: Education Quality: To ensure that the University provides the best teaching and learning, research opportunities, assessment and training to students.

Goal 3: Equity and Access: To promote equity for disadvantaged students in access to and within the University.

Key Responsibilities

In conjunction with the Education Team, train, support and empower all student representative at VUW including Class Representative, Faculty Delegates and Student Forum members

Helps the AVP in the production of any education publications

Maintain a strong working relationship with the AVP and Education Organiser

Advocates for students to the University about education related issues

Sit on numerous Faculty Boards and Committees in a support function

Support and work closely with education-based Rep Groups, offering them support and help where appropriate

Hold regular meetings with education-based Rep Groups

Provide input and support in VUWSA education-based submissions to the University and the wider community

Work alongside the AVP to organise the agenda for Academic Committee meetings

Alongside the Campaigns Officer, actively seek to inform the student body and wider community of issues related to their education through campaigns, publications and promotions

Assist the AVP by performing such special tasks/projects as may be delegated at their discretion

Other responsibilities

Help during Orientation, Re-Orientation, Stress Free Study Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums

Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. poster, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all times

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Member of the Student Academic Committee

Sustainability Officer

The Sustainability Officer works alongside the Welfare Vice President on issues relating to the, environmental. They help to deliver sustainability initiatives such as Sustainability Week on campus. Where appropriate they work with the Campaigns Officer in running welfare and sustainability-based campaigns. This officer has a particular role in the issues that crossover between student welfare and sustainability. This includes the issues of more warm, dry accommodation and increasing the affordability of public transport

Role Specifications

Required to work a minimum of 10 hours per week

See VUWSA constitution for honoraria details

Personal Specifications

The Sustainability Officer role requires someone who is passionate about environmental issues, with a willingness to contribute to projects relating to the environment. This person should have experience in campaigns, advocacy or representation of green groups, or related organisations. You should have a reasonable understanding of the environmental issues faced by students at Victoria such as public transport, affordable quality accommodation, and climate change.

Constitutional Roles

Goal 6: Public Issues: To be the critic and conscience of the University and society, by promoting discussion and action on issues concerning students.

Goal 9: Sustainability: To recognise the needs of current and future generations by promoting sustainable lifestyles and actions to members while ensuring the sustainable operation of the Association and University members.

Key Responsibilities

Maintain a strong working relationship with the WVP and Equity and Wellbeing Officer

Look for improvements that the Association can make in improving its environmental sustainability

Develop and implement VUWSA's Environmental Policy

Encourage the University to implement and develop its environmental policy

Organise and promote, in conjunction with environmental groups on campus and in the community, environmental issues and events within the student community

Advocate for students to the University and wider groups about environmental issues

Alongside the Campaigns Officer, actively seek to inform the student body and wider community of issues related to sustainability and the environment through campaigns, publications and promotions

Assist the WVP by performing such special tasks/projects as may be delegated at their discretion

Other responsibilities

Help during Orientation, Re-Orientation, Suss Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums

Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. poster, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all times

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Equity and Wellbeing Officer

The Equity and Wellbeing Officer is tasked with looking after students financial, health and mental wellbeing and ensuring students have equal access to services, support, academic success and participation opportunities at Victoria University. The Equity and Wellbeing Officer has a strict focus on issues that affect students within Victoria and the University Community. They maintain close relationships and work alongside specific groups on campus including Māori, Pasifika, women, queer, international and disabled students, generally through the Rep Group structure, to ensure equity, access and support. Also includes assisting with Free Flu Shots and Stress Free Study Week.

Role Specification

Required to work a minimum of 10 hours per week

See VUWSA constitution for honoraria details

Personal Specifications

The Equity Officer and Wellbeing role requires someone with compassion, conviction and determination to create a fairer healthier campus. Experience of working within feminist, queer-rights and/or pasifika groups is fundamental to having the ability to represent divergent communities. This person should have a passion for social justice and be prepared to constructively voice equity concerns within the Executive, on campus and in the community.

Constitutional Roles

Goal 2: Student Support: To advocate for adequate financial support, income and welfare for students in order to remove barriers to education.

Goal 3: Equity and Access: To promote equity for disadvantaged students in access to and within the University.

Goal 6: Public Issues: To be the critic and conscience of the University and society, by promoting discussion and action on issues concerning students.

Key Responsibilities

Work closely with and support, where appropriate, the initiatives of Welfare-based representative groups on campus - Women's Group, UniQ, Pasifika Students' Council, Can Do, International Students' Council. E.g. help the Women's Group to organise and promote the Women's Room, Women's Fest and, campaigns such as 'Thursdays in Black', help UniQ to organise and promote initiatives such as Safe Space training, Queer Mentoring and Pride Week

Provide input and support in VUWSA welfare-based submissions to the University and the wider community

In conjunction with the Campaigns Officer organise activities (such as forums, debates and campaigns) aimed at raising awareness of issues which affect groups of students on campus

Create a good working relationship with Vic International and work on initiatives that will benefit and raise awareness of international students

Work alongside the WVP to organise the agenda for Welfare Committee meetings

Create a good working relationship with the AVC(A) Pasifika and work on initiatives that will benefit and raise awareness of Pasifika students on campus

Work towards the elimination of racism and intolerance within the Association and on campus

Maintain a good working relationship with the WVP and Sustainability Officer

Other responsibilities

Help the WVP in the running of Stress Free Study Week and the Flu Shot Campaign

Help during Orientation, Re-Orientation, Stress Free Study Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums

Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. postering, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all times

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Member of the Student Equity and Diversity Committee

Clubs and Activities Officer

The Clubs and Activities Officer works with the EVP to ensure that all students have an outstanding student experience. In their Clubs role, they have a close relationship with Recreation Services and work to ensure that clubs on campus are well supported and have access to facilities and resources that help develop a vibrant campus on campus. In their Activities role they organise activities and events across all VUW campuses, as delegated by the Executive and works to assist student groups on campus in organising and running activities.

Role Specifications

Required to work a minimum of 10 hours per week

See VUWSA constitution for honoraria details

Personal Specifications

The Club and Activities Officer position requires someone who has an outgoing personality and high levels of motivation. You will need to have impeccable preparation and time management skills, and as you will be liaising with different groups to organise events and activities, you will need to have strong communication skills.

Constitutional Roles

Goal 5: Activities: To support sporting, social and cultural activities for and by students; primarily through clubs and representative groups

Key Responsibilities

Maintain a good working relationship with the EVP and the Campaigns Officer

Provide support to clubs and representative groups wishing to run events on campus

Assist the EVP in the development of an annual events and activities plan

Assist in the set up and running of VUWSA events and activities

Maintain a good working relationship with the VUW Clubs Manager

Maintain a good relationship with all clubs and societies on campus, assisting them when required with issues pertinent to them or their members

Assist the Equity Officer, where appropriate, in the running of welfare-based week-long events such as Women's Fest, Pride Week etc.

Other responsibilities

Help during Orientation, Re-Orientation, Stress Free Study Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums

Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. postering, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all time

Representation

VUWSA Executive Meetings

VUWSA General Meetings

Clubs Council

VUW Sponsorship Committee

Campaigns Officer

The Campaigns Officer is responsible for running, and helping other Executive members to run, campaigns on campus and in the wider community. In particular they work closely with the Education and Wellbeing and Sustainability Officers to ensure the smooth running of any relevant campaigns. They work alongside the President and Communication Coordinator (staff member) to ensure VUWSA has a strong message on student based issues in the community and media, particular around Budget Day and University Fee Setting.

Role Specifications

Required to work a minimum of 10 hours per week

See VUWSA constitution for honoraria details

Personal Specifications

The Campaigns Officer is a role that requires someone with a passion for activism and achieving real change for students. This person should have experience in running campaigns on Campus or in the community with an ability to draw on contacts who can support future campaigns. A particular understanding of student finance/welfare issues is fundamental to the work of the Campaigns Officer.

Constitutional Roles

Goal 1: Education Quality: To ensure that the University provides the best teaching and learning, research opportunities, assessment and training to students.

Goal 6: Public Issues: To be the critic and conscience of the University and society, by promoting discussion and action on issues concerning students.

Key Responsibilities

Keep informed of developments in government policy that will affect students

Work with the President and EVP on a yearly government budget response and action

Promoting issues on campus affecting students, in conjunction with the Education and Wellbeing and Sustainability Officers

Particular attention should be paid to research and promoting issues surrounding:

Tuition Fees

Student Loans

Student Income Support

Equal Educational opportunities

Organise forums and events promoting political discussion on campus

Maintain a good working relationship with the EVP, Education Officer and Wellbeing and Sustainability Officer

Other responsibilities

Help during Orientation, Re-Orientation, Stress Free Study Week and at other VUWSA events and activities as required

Attend all VUWSA meetings including Executive meetings, General Meetings and VUWSA Forums
Attend NZUSA National Conference when required

Assist in Executive publicity where required e.g. postering, lecture speaking etc.

Represent VUWSA on University Committees when required

Attend and participate on VUWSA Committees when required

Act in a manner consistent with the constitution, goals and policies of the Association.

Support the leadership of the President at all times

Representation

VUWSA Executive Meetings

VUWSA General Meeting