

TE TIRA AHU PAE



HEI HĀPAI WHAKAMANA

Representation Policy Manual

RATIFIED

Amendments approved 26 January 2024

28.08.23 Motion #4.2: The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.
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Protecting the Mauri of Te Tira Ahu Pae

Te mauri – a physical material that symbolises the principle of life, vital essence, life force – the essential quality and vitality of Te Tira Ahu Pae.

Me whakamana i te ariā e whakaahuatia nei te mauri o te ingoa e kī a nei, ko Te Tira Ahu Pae. Nā te tū takitini hei rōpū kotahi i raro i te haerenga o te rōpū tauira, ka puta tonu ngā mauri o te rōpū mō ngā rā e heke mai nei.

The physical material that represents the mauri must be imbued with the essential values that upholds the name Te Tira Ahu Pae. Upholding this throughout the journey of this student association is the principal form in which the mauri is reflected.

Nā _____ te mauri i whakatau, i te (date) hei whakaahua i ngā āhuatanga o te rōpū takitini, nā ngā rōpū tauira e tekau i whakapūmau.

This was originally blessed by _____ on [date] as a symbol of the commitment made by the 10 student associations to unify.

E ia tau, ka hoatu te mauri o Te Tira Ahu Pae nā te rōpū whāiti o mua ki te rōpū whāiti hou o Te Tira Ahu Pae. He kaupapa hei whakamihi ki ngā māngai me o rātou haepapa ki te pupuri me te tiaki i te mauri o Te Tira Ahu Pae.

Annually the physical representation of the mauri of Te Tira Ahu Pae would be handed from the current executive to the incoming executive of Te Tira Ahu Pae. This ceremony acknowledges all participants involved and their responsibility to the mauri and the celebration of regeneration, as the protection of the mauri is passed on.

Ko te ingoa, Te Tira Ahu Pae, e hangai ana ki te rōpū e pupuri i te mauri o te rōpū tauira. Ka whakahuatia te ingoa nā te whakatau o ngā rōpū tauira tekau e noho tūtahi ai, kua wānanga tahi ai mō te orokohanga o te rōpū kotahi, te haerenga o tēnei rōpū, me ngā wawata mō ngā rā e heke mai nei.

The name Te Tira Ahu Pae represents the group that aims to uphold the mauri of the student association. Our name illustrates the collective decisions and responsibility of 10 individual and independent student associations as they committed to the creation of a unified single student association, the journey, and our aspirations for the future.

Our Brand

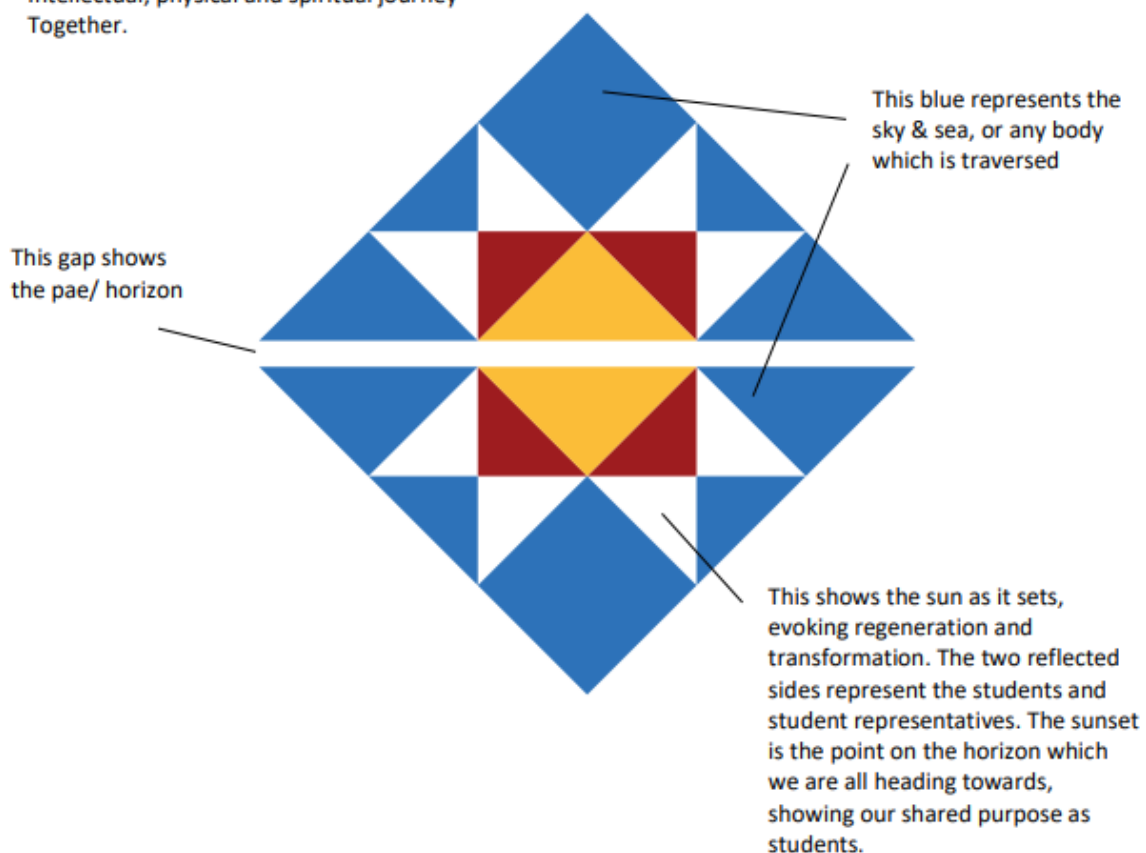
TE TIRA AHU PAE

Version 1, Colourway 1

Tira – a travelling party, a group of people on a journey.
Students and student representatives are on an Intellectual, physical and spiritual journey Together.

Ahu – to move or face a certain direction

Pae – the horizon



HEI HĀPAI WHAKAMANA

Acknowledgement: Rosalie Koko design, adopted by the Te Tira Ahu Pae board on 23 March 2023

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Te whakapapa ō te ingoa

What our name means

Te Tira Ahu Pae [Association Name]

Hei Hāpai Whakamana [by-line]

The term 'Tira' refers to a group of people travelling on a journey, for our student association this word symbolises;

1. The group of students upskilling themselves with tertiary education at Massey University
2. The collective that student representatives support and empower.
3. The annual election and appointment of student representatives and their passion to represent and advocate for their student communities.
4. The amalgamation of 10 student associations across the 4 campuses.

The term 'Ahu' is the direction that together, the group moves. Finally, the term 'Pae' meaning horizon. These words then culminate to represent the commitment made to move in unity towards the new horizon, always striving to head towards where we aspire to be and what we aspire to achieve. The horizon is where the sun rises and sets. For Te Tira Ahu Pae this symbolises the constant regeneration and transformation of the student association to support the education of learners.

The by-line Hei Hāpai Whakamana.

The term 'Hei' grammatically links a liking or similarity between two concepts in this instance the name Te Tira Ahu Pae and Hāpai Whakamana.

The term 'Hāpai' in the context of Te Tira Ahu Pae is to ensure that the hā or breath of the student communities is pai or good, this concept is continuously nurtured and is essential for wellness. Manaakitanga is a value Te Tira Ahu Pae believes is essential to being a representative of their student communities, representative would aim to empower and uplift their student communities. The term 'Whakamana' in this context means to in act the value of manaakitanga.

The by-line Hei Hāpai Whakamana provides more context to the name Te Tira Ahu Pae and likens the Tira or group, on the journey to the horizon, as those that continuously support and empower.

Manaakitanga

Concept 1: Mana

- Mana does not come from a person rather a person is a vessel for Mana.
- Sources Mana Atua [*spiritual*], Mana Whenua [*land*], Mana Tangata [*people*]
- Mana grants authority with obligations
- Mana can be accumulated or diminished from an action.
- Mana is positively correlated with Tapu.

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Concept 2: Utu [Balance and Harmony]

- Reciprocation
- Response to a Mana accumulating or diminishing action.

Concept 3: Tapu [Sacred]

- Restriction, prohibition on an actions, place or item
- Tapu intrinsic with Mana as everyone is Tapu.

Concept 4: Noa/Whakanoa [Common, Restore]

- The process of removing Tapu, through karakia, food or water

Through the inherent process of manaakitanga Te Tira Ahu Pae executives shall uphold the mauri of Te Tira Ahu Pae.

Ngā āhuatanga mātua ō Te Tira Ahu Pae. The non-negotiables that make Te Tira Ahu Pae

1. Student cohorts [General, Distance, Māori and Pasifika] have equitable access to funding to pay student reps to represent the interests of students within their communities.
2. There is pay parity for all student reps regardless of position or role.
3. Tripartite President positions ensure general/distance, Māori and Pasifika student communities continue to be led by their presidents.
4. Equitable student rep roles and hours are allocated to ensure student communities can be represented by students from within their communities.
5. All student reps have access training and development opportunities.
6. Student reps within each cohort receive equal support from the Representation Manager.
7. Services are delivered by staff.
8. Representation is delivered by student reps.
9. Services are governed by a board of student reps.
10. The board of Te Tira Ahu Pae govern over representation. The appropriate provisions are embedded in constitution and policy to enable cohorts to self-determine and navigate their own strategies to represent the interests of their communities.
11. A co-governing board is in place to govern over services. The role of the board is to collectively and collaboratively make decisions in the best interests of all students.

What are the primary purposes of Te Tira Ahu Pae as outlined in our constitution.

- (a) **Uphold**, honour, and acknowledge the Wairua of Te Tiriti o Waitangi in all its activities, and, specifically, the provisions:
 - (i) Kāwanatanga,
 - (ii) Tino Rangatiratanga,
 - (iii) Nga tikanga katoa rite tahi, and
 - (iv) Taonga,
- (b) **Equity**: To advocate for equity for disadvantaged individuals and community groups, and support students by ensuring equitable access to education support,
- (c) **Democracy**: To build a democratic union organisation capable of achieving the purposes of *TE TIRA AHU PAE* and encourage full and active participation of its *Members* in *TE TIRA AHU PAE*,
- (d) **Services**: To provide quality and cost-effective services that are equitable to *Members*,
- (e) **Advocacy**: To advocate for a barrier-free education including but not limited to financial, welfare-related, and academic barriers, and to advocate for quality educational services and experiences to the tertiary institutions associated with the Massey University student associations referred to in Rule 9.1(a)(i),
- (f) **Representation**: Advance the interests of *Members* collectively and individually at a local and national level, and to uphold Tino Rangatiratanga for General/Distance, Māori, and Pasifika *Student Representatives*, and
- (h) **Generally**: Do anything that *TE TIRA AHU PAE* considers will advance these purposes,
but none of the stated primary purposes is any more or less important because of the order in which they are stated.

POLICY 01 – Constitution Review

Policy Purpose

To ensure the new Te Tira Ahu Pae constitution is reviewed annually for the next 3 years while the structure and objectives of the new association are embedded.

Policy Principles – Underpinning Values

The mauri of Te Tira Ahu Pae must not change. To do so would negate the intentions, decisions and mandate of the student body, student reps and the Massey University Student Associations Federation board [former umbrella entity for the 10 independent and autonomous student associations].

Objectives

1. To ensure the constitution is fine-tuned annually, to correct and strengthen provisions that guide the work of Te Tira Ahu Pae.
2. To always work within constitutional requirements while identifying where clauses may not be conducive to the associations outcomes or not enable appropriate restrictions or freedoms, and to propose changes to create a more workable constitution.
3. To ensure that the name and purpose of the association [clause 1.0] remains unchanged.
4. To ensure that only cohort specific clauses are reviewed and amended by students from the cohort via consultation.
5. To ensure the incorporated societies clauses/provisions remain.

Strategies

1. To work within the constitution parameters – always.
2. To review clauses, for a period of 3 years, and propose amendments to the board annually in July/August.
3. To ensure clause 1.0 remains unchanged [unless required to meet societies or charities purposes].
4. To propose board approved amendments to student members at Talanoa and hui-a-marama and other forums/consultation methods

Procedure

1. Review clause 10.16 of the constitution to ensure that amendments meet constitutional requirements.
2. To ratify constitutional changes at an AGM or Special General Meeting.
3. To lodge amendments with Societies and Charities.

Responsibility

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It is the responsibility of the Representation Manager to keep track of constitution issues as they arise and present constitutional amendment recommendations to the board annually between 2023 – 2035.

POLICY 02 – The Board & Executive of Te Tira Ahu Pae

Policy Purpose

The purpose of this policy is to ensure the roles and responsibilities of student representatives on the Executive and student representatives on the board are clearly defined and understood.

There are 23 student representatives on the Executive of Te Tira Ahu Pae. All student reps are responsible for consulting and engaging with students and representing the needs of students. All 23 student representatives facilitate and share student voice.

In addition, Te Tira Ahu Pae can choose to form a partnership or alliance with a student community. While the student reps on partner and alliance groups are not part of the Executive, they are paid and are provided support to assist them with successfully representing the interests of their community.

8 of the 23 student reps on the Executive are appointed to the board of Te Tira Ahu Pae. The appointment/selection of these 8 are outlined in board policy. These 8 student reps govern over the representation and services arm of the association in addition to their work as a student representative on the Executive.

Policy Principles – Underpinning Values

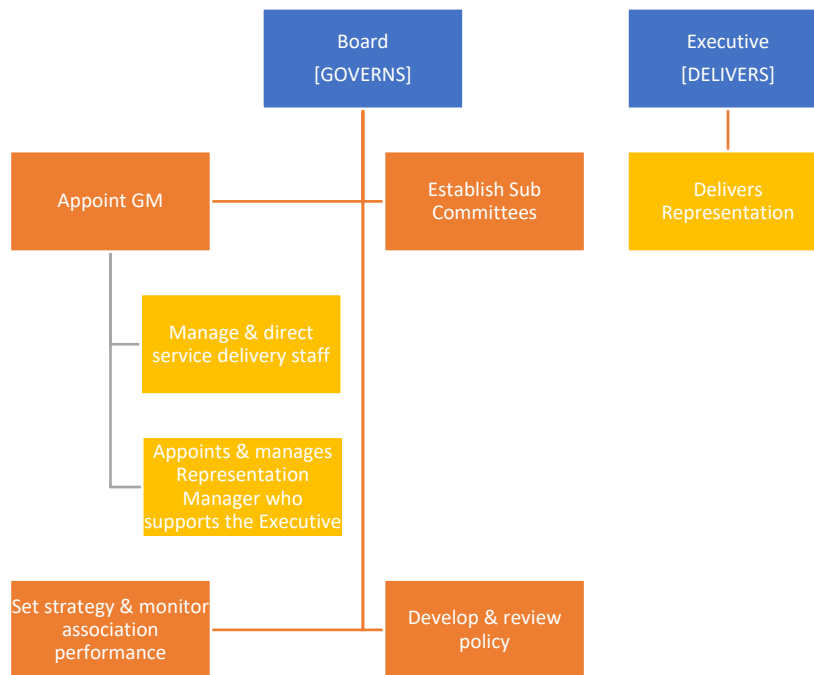
1. Kāwanatanga – good governance, fiduciary duty, partnerships-obligations, responsibilities, and engagement of expertise. Ensuring board members partner to make sound decisions in the best interests of all students.
2. Tino rangatiratanga – self-determination, authority, and autonomy for all cohorts in student representation. Only students from the community can represent and speak on behalf of that community.
3. Ngā tikanga katoa rite tahi – all the rights and privileges. The board and student reps working to ensure there is access, options and equality for all students Massey University.
4. Te ritenga Māori – board and student reps understand, respect and include Māori spiritual customs of tapu, mana, kawa and tikanga.

Objectives

1. To explain role differences between student reps on the Executive and student reps on the board.
2. To explain what student governed student services is and is not.
3. To define how the board governs over the representation arm of the association and how Tino rangatiratanga in representation is upheld.
4. To ensure cultural practices are understood and respected.

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Strategies

1. Ensure governance training is completed for all student reps, facilitator to be outsourced.
2. Provide cultural training to all student reps annually. This includes Māori, Pasifika and distance training.
3. Ensure position deliverables are updated annually for student reps on the Executive.
4. Ensure the Representation Handbook is provided to all student reps.
5. Ensure the Representation policies are provided to student reps on the Executive.
6. Ensure Board policies are provided to student reps on the Board, the Executive and to all staff.
7. Ensure the policies within this handbook are living and used to guide decisions.

Responsibilities

It is the responsibility of the Representation Manager to develop and deliver [not necessarily facilitate] the training and development programme for student reps. The programme should include education about executive student rep roles, the role of the board, cultural competency, financial literacy and understanding Te Tiriti and the mauri of Te Tira Ahu Pae.

The Representation Manager must also ensure that the handbook and position deliverables are updated annually and reviewed in partnership with exiting student reps.

The Representation Manager is responsible for ensuring policies are read and understood by all student reps and that they are reviewed annually.

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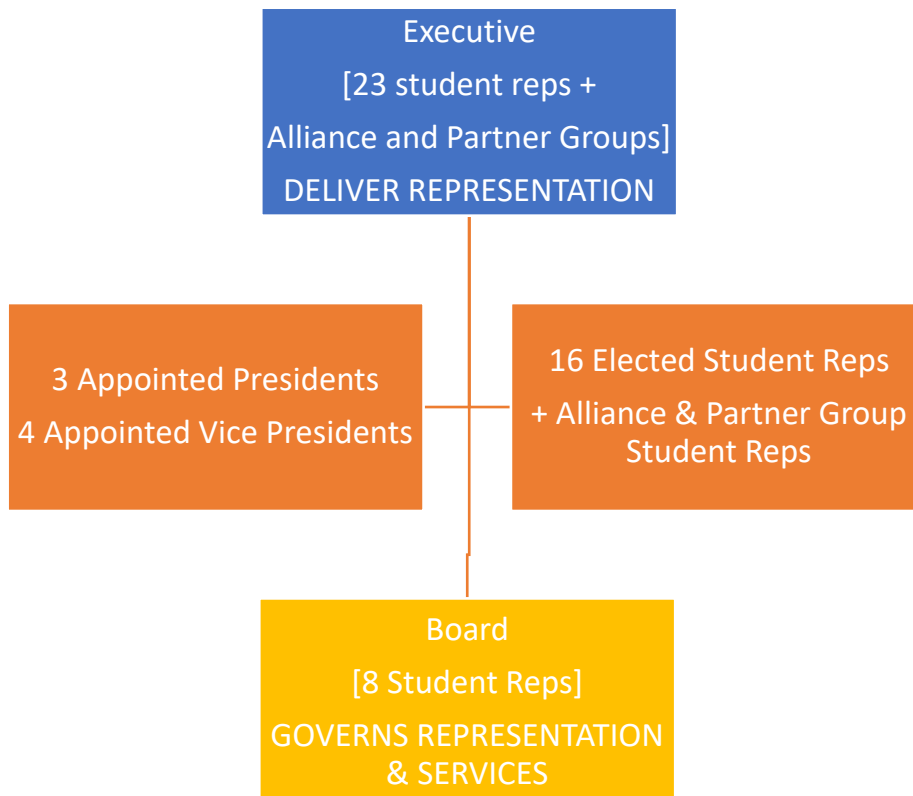
POLICY 03 –Te Tira Ahu Pae Board Member Appointments

Policy Purpose

To ensure student representatives understand the selection and appointment criteria for board membership.

Policy Principles – Underpinning Values

1. Kāwanatanga – good governance. The board co-governs and makes decisions collectively and in partnership for the benefit of all students. The composition of the board is reflective of this partnership and the 4 cohorts that make up Te Tira Ahu Pae [General, Distance, Māori, and Pasifika].
2. Tino rangatiratanga – self-determining. The appointment of board members from each cohort as outlined below has been determined by each cohort.



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Objectives

1. To understand that Te Tira Ahu Pae has a co-governance board model.
2. To define how student reps are selected to be on the board.
3. To uphold constitutional requirements [clause 11.2]

Strategies

1. Apply constitution provisions that states the following Student Representatives on the Executive are appointed to the Board:
 - a. The General/Distance President as an ex officio member of the Board,
 - b. The Manawhakahaere as an ex officio member of the Board,
 - c. The Pasifika President as an ex officio member of the Board.
2. Additionally, One Vice-President
 - a. The VP appointment can only be determined once the General/Distance President has been appointed. If the General/Distance President is/was a General student, then the Distance VP will be appointed to the board.
 - b. If the General/Distance President is/was a Distance student, then one of the 3 campus VPs will be appointed to the board. In this instance the board member will be selected by;
 - i. Interested VP's submitting an expression of interest to the Representation Manager, using the prescribed form.
 - ii. A board vote [if there is more than 1 interested student rep]. Noting that the board in place during semester 2 will be the board to vote.
3. Three Kaiwhakahaere
 - a. The 3 Kaiwhakahaere will be appointed to balance whanau representation at the 4 campuses. The 3 Kaiwhakahaere appointed to the board will be those that represent the 3 remaining campuses after confirming which campus the Manawhakahaere resides. For e.g., if the Manawhakahaere is a Manawatū student, the remaining board positions will be filled by the Kaiwhakahaere in Auckland, Wellington, and Distance.
 - b. If a board member resigns before the end of their term, then the remaining Kaiwhakahaere will assume the board position.
4. One Pasifika Student Representative
 - a. The 2nd Pasifika board member will be appointed by Pasifika students at a fono called and facilitated by the Pasifika president.
 - b. If a board member resigns before the end of their term, then a replacement Pasifika board member will be determined at a fono called and facilitated by the Pasifika president. If it is the Pasifika president that resigns, then the other board member will call and facilitate a fono to replace the outgoing board member and appoint a new President.

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Responsibility

It is the responsibility of the Representation Manager to ensure that the process and objectives outlined are adhered to and the appropriate student representatives appointed to the board.

The Presidents must be included in the appointment process.

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POLICY 04 – Sharing of Board Information [agendas, papers and minutes]

Policy Purpose

To protect the board documentation while ensuring that student reps and students receive regular relevant communications from Te Tira Ahu Pae.

Policy Principles – Underpinning Values

To ensure cohorts can share information appropriately while upholding board confidentiality.

Objectives

1. To provide parameters and context around what board information can and can't be shared by board members with student reps or students.
2. To confirm the frequency and type of communications that should be shared with students.

Strategies

1. Board Agendas and minutes can be shared with Vice Presidents and Māori and Pasifika student reps to enable discussion to be had at meetings, hui-a-whanau, hui-a-marama and Talanoa. Agendas will be split into part 1 and part 2. Part 2 will contain any confidential content that is not to be shared with anyone [for board member eyes only].
2. Board minutes will be split into part 1 and part 2. Part 2 will contain any confidential content that cannot be shared with anyone [for board member eyes only].
3. Board minutes are not published or provided to students.
4. Quarterly board updates will be prepared for the student audience.

Responsibility

It is the responsibility of Presidents to ensure that the student reps receiving board documents understand that they cannot pass on or share documentation, but they are able to discuss the content, themes and intentions of the board with student reps.

It is the responsibility of the GM to prepare quarterly board updates to students.

It is the responsibility of the Communications and Marketing Coordinator to ensure comms have been written by the GM and to disseminate the information to students using various mediums.

POLICY 05 – Recruitment Panel for Appointed Roles on the Executive

[Presidents and Vice Presidents]

Policy Purpose

The representation structure includes a range of student rep roles, some roles are appointed and some elected. This policy outlines the composition of the recruitment panel for appointed student representative roles.

The following seven [7] roles will be appointed following an open recruitment, interview and selection process.

1. General/Distance President
2. Manawhakahaere
3. Pasifika President
4. Vice President Distance
5. Vice President Auckland
6. Vice President Manawatū
7. Vice President Wellington

Policy Principles – Underpinning Values

1. To follow constitutional process [clause 11.1(b)]
2. To uphold Tino rangatiratanga by ensuring that recruitment panels include representatives from their respective cohorts.

Objectives

To define how the recruitment panel is selected and appointment process managed.

Strategies

1. The seven [7] student representatives appointed to the Executive of Te Tira Ahu Pae shall be appointed to the Executive by a panel consisting of two current Board Members, the Manager and an independent person chosen by the Board.
 - a. The Manager shall be the Representation Manager, but if this role is vacant, the General Manager.
 - b. The two [2] current board members must be 2 board members from within the cohort where the role vacancy sits e.g., if the vacancy is for the Manawhakahaere then Māori board members must sit on the recruitment panel.
 - c. In the instance there are insufficient board members from the cohort [due to a board member re-standing or a board vacancy or another reason], the board members can be replaced with student reps on the Executive, again from within the same cohort.
 - d. The independent person chosen by the board shall not be connected to the student association and shall be ratified by the board at a board meeting. Again, the independent person should be someone that understands the Kaupapa of the cohort.

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Procedures

1. Appointed positions are advertised/communicated to students using multiple mediums. All appointed positions are recruited in semester 2 and are confirmed prior to end of semester 2.
Note: The general/distance VP must be appointed after the general/distance President is appointed. This is because if the President is from the General cohort, the VP must be from Distance and vice-versa.
2. Interested students are required to submit a cover letter and CV. The cover letter should outline what they understand student representation to be and what they would like to achieve in their term. Incomplete applications will be considered.
3. Recruitment panel established and interview dates pencilled in.
4. Applicant information [cover letter and CV] are supplied to recruitment panel with a request to shortlist up to 3 applicants per role.
5. Interview shortlist coordinated by Representation Manager, using a ranking system to coordinate individual panel members preferences and finalising the shortlist / interview list.
6. Interviews scheduled by Representation Manager, interviews to be held online.
7. Applicants sent 4-6 questions that they will be asked in the interview, enabling them to prepare and articulate what they want to achieve during their term.
8. Interviews held
9. Panel recommends the successful applicant.
10. The board approves or rejects the recommended applicant.
11. Successful applicant advised and contract issued.
12. Once contract is signed, unsuccessful applicants are advised that they were not successful but invited to stand for elected position [and all election info provided to them via email in the new year].

Responsibility

It is the responsibility of the Representation Manager to follow this policy and procedure and ensure that student reps are appointed fairly and without prejudice, paying special attention to the composition of the recruitment panel to uphold Tino rangatiratanga but also to ensure the process isn't compromised by board members who may be connected to applicants [particularly if an applicant was a prior student rep], maintaining impartiality and integrity of the decision making process.

POLICY 06 – Representation Manager & Presidents Interrelationship

The Representation Manager role was created to provide consistency and support to the representation arm of the association. The Representation Manager role is to ensure that the MOU is delivered by student reps. The Representation Manager facilitates when, how and who delivers student voice, but does not deliver student voice themselves.

Policy Purpose

To define the parameters from which the Representation Manager works and the interrelationship between the Representation Manager and student representatives.

Policy Principles

1. To ensure Tino rangatiratanga is upheld, only student reps can share student voice.
2. To ensure that the same level of support is provided by the Representation Manager to all student reps.
Ngā tikanga katoa - All the rights and privileges.
3. To ensure that the policies within the Representation Policy manual are upheld and reviewed, while always protecting the mauri of Te Tira Ahu Pae.
4. To understand, foster and nurture te ritenga Māori. Ensuring all student reps understand and respect Māori spiritual customs – tapu, mana, kawa and tikanga.
5. Kāwanatanga - partnerships and obligations. To collectively [Representation Manager and Presidents] work together to foster and develop student representation.

Objectives

1. To establish a new operating structure that eliminates the multifaceted requests for student reps and compromises student rep ability to achieve their priorities during their term.
2. To ensure student representatives on the executive are supported.
3. To support student reps in Alliance and Partner groups [as per policy].
4. To grow interest in student representation by providing opportunities for non-office holders to be student reps on MU board and committees [as per policy].
5. To ensure student representatives on the Board and Executive receive the appropriate training and support.
6. To enable the successful transition of knowledge to flow to new student reps.
7. To achieve the strategic goals for representation and to ensure the representation review report recommendations are realised.
8. To grow interest in student representation with strong candidate and voting numbers at election time.

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26.01.24 **Motion(s): #1.2** The Board approves the reporting templates but not the link to invoicing. **#1.3** The Board approves the Cohort President Meetings Policy. **#1.4** The Board approves the Campus President Meetings Policy. **#1.4** The Board approves the Student Consultation Policy. **#1.7** The Board approves the Recording Executive Meetings Standard Operating Procedures.

Delegation to the Representation Manager

The Board delegates to the Representation Manager responsibility for facilitating the implementation of its strategic direction/strategic plan as it relates to student representation while complying with policies contained within the representation policy manual.

1. The Representation Manager is the link and point of accountability between the GM and Student Representatives on the Executive.
2. Only the GM can instruct the Representation Manager.
3. Neither the Presidents nor individual Board Members will 'instruct' the Representation Manager in any matters relating to their work.
4. The expert knowledge and experience of the 3 Student Presidents is available to the Representation Manager and all student representatives should be engaged and consulted with by the Representation Manager when performing their duties.

Strategies

1. All Massey University and Te Tira Ahu Pae staff requests for student voice to be directed to the Representation Manager.
2. To effectively and efficiently, manage the appointment of student reps onto boards and committees.
3. Allocate portfolios to student reps.
4. Host the annual election process. Develop standard operating procedures to ensure all strong candidate and voting numbers.
5. To assist each President to induct and support new student reps.
6. Track and report against strategic objectives and the representation review report outcomes.
7. Formalise handover processes so that new student reps can continue the work of past student reps.
8. The Representation Manager must not direct or instruct the Presidents or Vice Presidents in the delivery of student representation/student voice.

Responsibilities

Representation Manager	Presidents
<ol style="list-style-type: none"> 1. To ensure the continuity of whakaaro [what & why of student representation]. 2. To teach Mauri and the representation structure. 3. To guide and support all student representatives. 4. To assist Presidents to induct new student reps. 	<ol style="list-style-type: none"> 1. Deliver student voice. 2. Support student reps [within your cohort] on a day-to-day basis. 3. To uphold and ensure compliance with representation policies.

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<ol style="list-style-type: none"> 5. To facilitate & filter opportunities & requests for student reps to share student voice/assist with events [to apply policy decisions]. 6. To protect student rep time and efforts. 7. To determine if requests made for student representation fit within policy parameters and are funded by the MOU. 8. To only share student voice when delegated by a President [on behalf of, not sharing own views]. 9. To understand and maintain representation budgets. 10. To manage and ensure compliance with the MOU outcomes and timelines, to ensure reports are provided by student reps. 11. To ensure student reps undertake regular and meaningful consultation with the students they represent. 12. To develop the annual training and development plan and ensure student reps attend. 13. To ensure all student reps have the tools they need to do their work e.g., office access, resources etc. 14. To advocate for the new Student Representation structure, specifically the equality of Presidents. 15. To ensure president handover is completed and documented. 16. To ensure the 'doors that have been opened' by student reps, remain open for the next student reps [succession planning]. 	<ol style="list-style-type: none"> 4. To induct new student reps in partnership with the REPRESENTATION MANAGER. 5. Provide practical advice and information to student reps on how to represent students. 6. Provide student reps with contact info and help student reps establish relationships and connections. 7. Allocate portfolios to student reps within your cohort. 8. Prepare written handover documentation at the end of the term. 9. Raise any risks and concerns with the Representation Manager. 10. To ensure all student reps understand that all requests from MU and internal staff must be passed onto the Representation Manager to triage and divert to the appropriate student reps. 11. Be available to help support student elections and help recruit future student reps.
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<p>17. To grow and maintain a directory of ideas, opportunities, and initiatives for student representative work and to ensure student reps understand that they hold 'opportunity based' roles [assist Presidents where needed to share this information with student reps].</p> <p>18. To develop and maintain a contacts database and supply to Presidents. Including but not limited to MU staff, Te Tira Ahu Pae staff and student reps and external agencies that student reps may need to access.</p> <p>19. To manage the end-to-end student rep appointment and election process.</p> <p>20. To review the constitution and representation policies and make recommendations for improvements.</p> <p>21. Recruit, induct and manage student reps from the student body [non office holders] to sit on MU boards and committees.</p> <p>22. To manage any MU, staff or student rep requests or complaints. Lead the dispute resolution process and report outcomes to the General Manager.</p> <p>23. Raise any risks or concerns in the representation area with the General Manager.</p>	
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POLICY 07 – Presidents & Vice President Leadership / Support

Policy Purpose

To define the parameters and interaction between President and Vice Presidents and how they support student reps on the Executive.

Policy Principles

To ensure Tino rangatiratanga is upheld. Student reps determine their own priorities and actions while working within a wider team with leadership and support that strengthens the delivery of student representation.

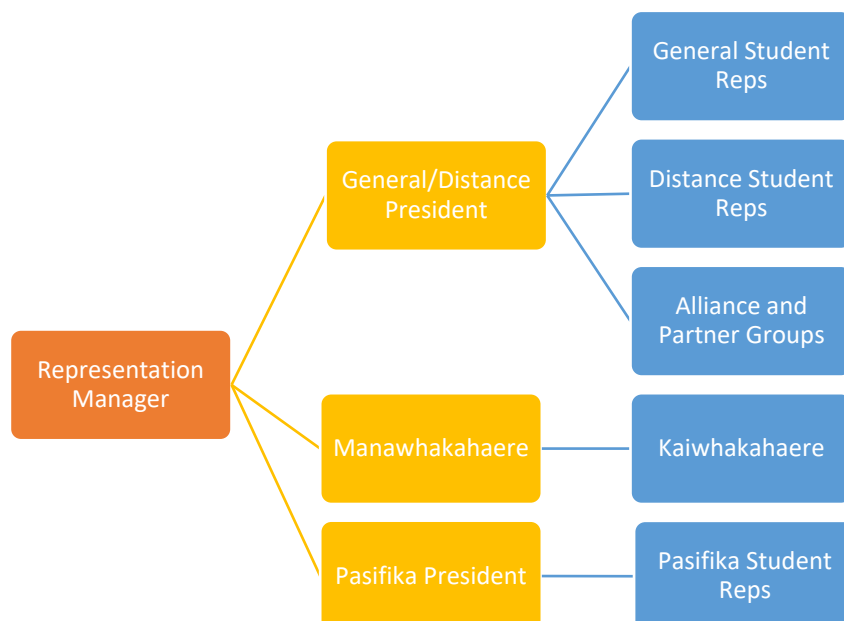
Objectives

1. To ensure that the student reps are well supported by Presidents [by cohort] and Vice Presidents [by campus].

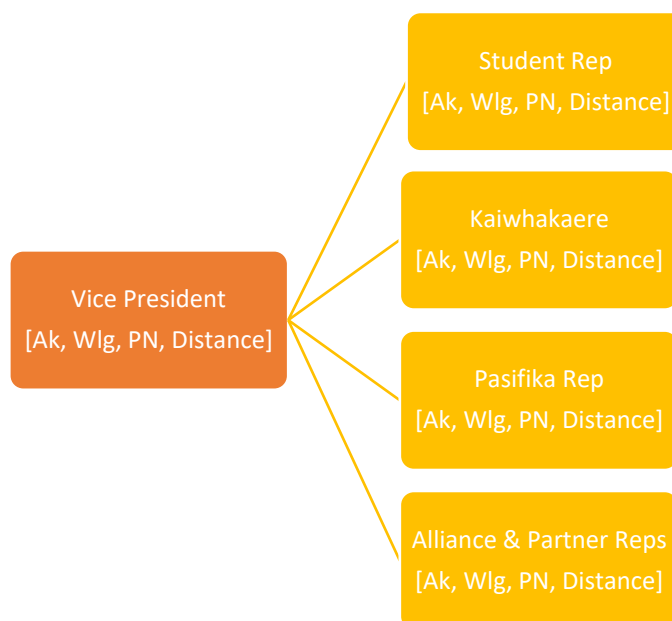
Strategies

1. Provision of training and development to Presidents and Vice Presidents to enable them to understand their roles and duties.
2. To ensure standard operating procedures [SOP] are continuously developed and reviewed to help guide Presidents and Vice Presidents in their management of student reps on the Executive.
3. Provide high level role clarity to Presidents and Vice Presidents.

Leadership Structure [by cohort]



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Support Structure [by location]**Responsibilities**

It is the responsibility of the Representation Manager to ensure the Presidents and Vice Presidents have the tools, policies and information required to be effective in their roles.

The Representation Manager is also responsible for recognising where SOP are required and working with the Presidents and Vice Presidents to formalise procedures.

Presidents	Vice Presidents
To lead and support the cohort. To guide student reps through their term. [relationship management].	To hold the campus portfolio and campus specific relationships and work towards improving campus specific issues.
To coordinate cohort priorities and deliverables. [strategy delivery].	Encourage and support student reps and foster a supportive team environment at your campus.
To manage deliverables and outcomes of student reps within cohort [accountability].	To facilitate collaboration and coordination of student rep work by student reps based on your campus [noting that most student reps do work nationally but are based at location].
To help student reps understand their roles, specifically that student rep roles are self-determining, meaning that student reps can choose priorities and outcomes. Presidents to provide ideas and guidance to help student reps	To escalate any issues or challenges to the cohort President [dispute resolution].

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<p>develop their annual work plans. Presidents to support student reps to develop annual work plans. To assist reps to identify areas of advocacy or student support and how they may consult with and represent students.</p> <p>Provide hauora and wellbeing support to student reps within their cohort.</p> <p>To approve student rep invoices, ensuring student rep hours are completed as per invoices.</p> <p>General President to ensure alliance and partner group student reps are known to VPs and included as part of locational teams.</p>	<p>To provide wellbeing support to the student reps at your campus.</p> <p>To lead monthly meetings at location. Note: Alliance and Partner student reps must be included/invited to the office space and to meetings.</p> <p>To create a welcoming office space [physical office space] where student reps can actively engage with students. To report any office issues/concerns to the Representation Manager.</p>
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POLICY 08 – Student Executive

Tino rangatiratanga & ngā tikanga katoa rite tahi

Policy Purpose

To provide context and inform on tinorangatiratanga and ngā tikanga katoa rite tahi for student representatives on the Executive.

Policy Principles

To ensure Tino rangatiratanga [self-determination, independence] and Ngā tikanga katoa rite tahi [all the rights and privileges] is understood and applied by cohorts.

Objectives

1. To provide guidance that enables Tino rangatiratanga to be upheld while a board of governance is in place.
2. To outline accountabilities and responsibilities for achieving student representation outcomes.

Strategies

1. Te Tira Ahu Pae has a tripartite leadership structure - 3 Presidents. A General/Distance President, our Manawhakahaere and our Pasifika President. The 3 presidents are equal, have the same authority, rights, and privileges.
2. Student reps within each cohort make representation strategy and policy decisions for their cohort. Their decisions are reviewed and ratified by the Te Tira Ahu Pae board. The Representation Manager role is then to hold the cohort to account for delivering the strategy and adhering to policy.
3. Student reps on the Executive create annual work plans to establish the priorities and outcomes they want to achieve during their term, while working towards the associations strategic goals outlined in the strategic plan. They can do this individually or by cohort.
4. Student reps on the Executive will be supported by Presidents and the Representation Manager and provided with access to office and meeting room spaces where they can work, consult and interact with students.
5. Only student reps appointed or elected by a cohort can represent or speak for that cohort. For clarity, only Māori student reps can represent Māori student voice, only Pasifika reps can represent Pasifika students and only distance student reps for distance students.

Responsibility

It is the responsibility of the Representation Manager to ensure that the Strategic plan [Representation arm] has been developed/reviewed in partnership with the student reps from the Executive at the start of each year.

Furthermore, the Representation Manager will ensure that Presidents work with student reps to create an annual plan that will outline how they plan to achieve or further representation strategic goals during their term.

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The Representation Manager will ensure that policy provisions are upheld by cohorts.

POLICY 09 – Portfolio Allocation and Management

Policy Purpose

To provide core principles around the allocation and management of portfolios allocated/held by student reps on the Executive.

Policy Principles

1. To define the portfolios that need to be held by student reps, enabling a wide cross section of representation across communities and portfolios.
2. To ensure Tino rangatiratanga [autonomy and independence] is upheld by enabling cohorts to manage the portfolio content and allocation to their student reps.

Objectives

1. To define the portfolios and roles held by the Presidents and Manawhakahaere.
2. To ensure that the 3 general student reps and 3 distance student reps are each allocated a portfolio by the General/Distance President.
3. To ensure that Kaiwhakahaere are each allocated a portfolio by the Manawhakahaere.
4. To ensure Pasifika student reps are each allocated a portfolio by the Pasifika President.
5. To understand that campus portfolios are held by Vice Presidents.
6. To remove duplicity and reduce inefficiencies caused by multiple student reps holding the same portfolios.
7. To understand that Kaiwhakahaere and Pasifika student reps are specifically tasked with achieving outcomes for Māori and Pasifika students.

Strategies

1. Annually review the portfolios that need to be allocated to student reps.
2. Ensure the portfolio is well scoped enabling a student rep to understand what the portfolio is and what outcomes they should work towards.
3. Ensure student reps are appointed to a Massey University board or committee that best aligns with their portfolio or annual work plan.

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President Workload and Portfolios

The 3 Presidents hold the Academic/Education, Engagement, Welfare/Wellbeing portfolios. Annually, once appointed the 3 Presidents will be allocated a portfolio by the Representation Manager. The Representation Manager will take into consideration each Presidents skills, expertise, motivations and preference when allocating portfolios.

All 3 Presidents sit on New Zealand University Student Association [NZUSA].

The Manawhakahaere is the Te Mana Akonga Māori Rep

The Pasifika President is the Taura Pasifika Rep.

The General/Distance Presidents is the Alliance/Partner Group relationship manager.

1 President or Manawhakahaere is appointed Chair.

1 President or Manawhakahaere is appointed Deputy Chair.

1 President or Manawhakahaere is appointed Media liaison.

1 President or Manawhakahaere is appointed to the Massey University Crisis Management Team.

1 President or Manawhakahaere is appointed as the Student Job Search Rep.

Student Rep Portfolios to be allocated

The following portfolios will be allocated by Presidents to student reps within their cohort;

General Portfolios	Distance Portfolios	Māori Portfolios	Pasifika Portfolios
Equity / Diversity Political Sustainability	Equity Campus	Equity Campus	Equity Campus

Campus portfolios are held by Vice Presidents.

Responsibility

It is the responsibility of the Representation Manager to annually review the portfolios in partnership with the Presidents. The Representation Manager should prepare and fine tune portfolio scopes that will enable student reps to understand the portfolio they hold and help them prepare annual work plans. The Presidents should sign off/approve the scope documents and allocate portfolios to their student reps.

The Representation Manager is responsible for ensuring that student reps that hold specific portfolios get priority access to Massey University boards and committees thus enabling them access to influence at the highest level within the University.

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POLICY 10 – Formal Meetings of the Board & Executive

Policy Purpose

To ensure student reps are supported in formal; meetings and that meetings are purposeful and meaningful.

Policy Principles – Underpinning Values

1. To value student rep time and assist with workload management.
2. To create a sense of community and belonging amongst student reps.
3. Ngā tikanga katoa rite tahi – access and participation within cohorts and across cohorts, learning from each other.
4. Kāwanatanga – obligations, responsibilities of student reps and engagement with each other.

Objectives

1. To ensure there are regular meetings [Board, Cohort, President-VP and VP-Campus reps].
2. To ensure meeting structure and format is known and adhered to.
3. Te ritenga Māori – to respect Māori spiritual customs [tikanga].
4. To ensure meetings have structure and purpose.
5. To create opportunities for student reps to share information and contribute to other student reps' knowledge and understanding.
6. To take advantage of opportunities where student reps can collaborate or assist each other.

Strategies

1. Ensure meeting frequency and procedures below are adhered to.
2. To ensure karakia is embedded in meeting procedure before a meeting commences and to close the meeting after business has been completed.

Responsibility

It is the responsibility of the Chair at each meeting to ensure that the meeting procedures below are adhered to.

Meeting Procedures

Board Meetings	Cohort Meetings <u>[General/Distance, Māori and Pasifika]</u>	VP-Campus & President-VP Meetings.
Meeting Frequency The board meet monthly between February and November. A minimum of 9 board meetings should be held annually.	Meeting Frequency Cohort student reps meet weekly, approx. 1 week before board meetings to enable	Meeting Frequency Student reps at each campus formally meet monthly.

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<p>Meeting Date/Time Date/Time to be agreed by the board at the first board meeting on the year. The date/time should be chosen to ensure that all board members can attend.</p> <p>Appointing the Chair The Board at its first Board meeting shall elect one of the Presidents or Manawhakahaere as the Chairperson and another of those Presidents or Manawhakahaere as the Deputy Chairperson of the Board [constitution clause 11.3(b)(ii)] The secretary [GM] & Treasurer should also be formally appointed.</p> <p>Karakia Board meetings must be opened and closed with a karakia.</p> <p>Establish Subcommittees Financial [constitution 11.13(c)] and policy must be established, others can be established as need arises.</p> <p>Agenda The GM is responsible for preparing the agenda and supporting papers. The supporting papers must include detailed information to enable the board to make informed decisions. The GM shall make recommendations to the board on services and provide options to the board for representation. The Chair must approve the agenda before it is released to the board. The agenda should be sent to the board 5-7 days before the meeting date. Any board members that have business they</p>	<p>student reps to discuss board meeting content [at Talanoa and hui-a-marama].</p> <p>Meeting Date/Time Date/Time to be agreed by the student reps at the first meeting on the year. The date/time should be chosen to ensure that all student reps can attend.</p> <p>The Chair The President or Manawhakahaere is the chair of cohort meetings.</p> <p>Karakia Meetings must be opened and closed with a karakia.</p> <p>Agenda The agenda will be prepared and provided to their student reps by the President or Manawhakahaere at least 72 hours before the meeting. Attendees can contribute to agendas by sending a request to their President or Manawhakahaere.</p>	<p>The General/Distance President meets with VPs fortnightly.</p> <p>Meeting Date/Time Date/Time to be agreed by the student reps at the first meeting on the year. The date/time should be chosen to ensure that all student reps can attend.</p> <p>The Chair The Vice President is the chair of the campus meeting. The President is the chair for the President/VP meeting.</p> <p>Karakia Meetings must be opened and closed with a karakia.</p> <p>Agenda The agenda will be prepared and provided to student reps on the campus by the VP or to the VPs from President 72 hours before the meeting. Attendees can contribute to agendas by sending a request to the President.</p>
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<p>want addressed at the board meeting should send a request to the GM or Chair 2 weeks prior to the meeting.</p> <p>The GM is required to transfer the agenda/papers onto PowerPoint and share their screen at board meetings.</p> <p>Minutes</p> <p>The GM is responsible for preparing writing the minutes [as the appointed secretary of the association]. The Chair approves the agenda and minutes before they are released to the board.</p> <p>Board Quorum</p> <p>4 board members</p> <p>Board Vote</p> <p>1 vote per board member. If the vote is tied the Chair may exercise the casting vote.</p> <p>Board Meeting Attendance</p> <p>Compulsory. The board may remove any board member who misses more than 2 meetings without apology or appropriate reason and/or if the board deems that board member contribution to board meetings is inadequate. [constitution clause 12.1(h)]</p>	<p>Minutes</p> <p>Key decisions should be minuted [bullet point style] as a record of discussion.</p> <p>Any actions requiring follow up should be noted with the name of the student rep responsible. These can then be followed up at the next meeting.</p> <p>Meeting Attendance</p> <p>Meeting attendance is compulsory.</p>	<p>Minutes</p> <p>Key decisions should be minuted [bullet point style] as a record of discussion.</p> <p>Any actions requiring follow up should be noted with the name of the student rep responsible. These can then be followed up at the next meeting.</p> <p>Meeting Attendance</p> <p>Meeting attendance is compulsory.</p>
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POLICY 11 – Executive Reporting Policy

Authorised by Te Tira Ahu Pae Board:

Date: 26.01.24

1. Purpose:

The purpose of this reporting policy is to establish a structured and efficient framework for regular reporting, review, and analysis of key activities, progress, and performance within the organization. This policy aims to enhance communication, transparency, and accountability across all departments and levels.

2. Reporting Frequency

a. Weekly Reporting:

- i. All executive members are required to submit a brief weekly report every Friday by the end of day, detailing their accomplished tasks, ongoing projects, and any challenges faced.
- ii. Weekly reports will be completed via the report generator in the Virtual Campus Environment.
- iii. Campus President are required to support and ensure their campus executive complete the report generator process.

b. Four-Weekly (Monthly) Invoice Review:

- i. An automated invoice template, catered for the individual executive member, is generated, and sent via email to the executive members for review and approval.
- ii. All executive members are required to review and approve their invoice by changing the invoice number and forward the invoice to the Administrator for processing.
- iii. Each invoice contains the collated quantitative and qualitative data from the weekly reports all executive members complete each week.

c. Quarterly Review:

- i. A quarterly review meeting will be conducted by the executive team to assess overall organisational performance, alignment with strategic objectives, and identification of areas for improvement.
- ii. This report will be submitted To Massey University in accordance with the Service Level Agreement.
- iii. The Representation Manager will conduct a review of all Presidential roles in partnership with the executive.
- iv. Each President will present a comprehensive report, highlighting achievements, challenges, and action plans for the upcoming quarter, during the quarterly review meeting.

3. Reporting Template

a. Collation Method

- i. The report generator shall be used weekly to collate quantitative and qualitative data.
- ii. The report generator can be altered at Presidential request.
- iii. The report generator can be requested to be altered by representative in the Virtual Office.
- iv. The Reporting and Invoicing Subcommittee will approve all changes to individual generators.

b. Areas of Focus

- i. The Report Generator shall include all sections below:
- ii. Student Engagement
- iii. Student Consultation
- iv. Massey University
- v. Te Tira Ahu Pae
- vi. Portfolios
- vii. Policy Reviews
- viii. Staff Engagement

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ix. Administration

4. Accountability

- a. It is the responsibility of each executive member to submit accurate and timely reports.
- b. Presidents are accountable for the quality and completeness of the reports submitted by their teams.
- c. The executive team will ensure that the reports are thoroughly reviewed, and feedback will be provided to the relevant individuals or departments.

5. Non-Compliance

Failure to adhere to this reporting policy may result in disciplinary action, as outlined in the organisation's HR policies.

6. Review and Revision

This reporting policy will be reviewed annually and revised as needed to ensure its relevance and effectiveness.

By adhering to this reporting policy, we aim to foster a culture of transparency, accountability, and continuous improvement within our organisation.

POLICY 12 – Campus President Meeting Policy

Approved by Te Tira Ahu Pae Board

Ratified Date: 26.01.24

- 1. Purpose:** This policy outlines how Campus President meetings with executive members are conducted to ensure effective communication and teamwork.
- 2. Meeting Schedule:**
 - a. Regular meetings: Fortnightly
 - b. Special meetings: As needed and agreed upon by the executive team.
- 3. Attendance:**
 - a. All campus executive members must attend.
 - b. Notify in advance if unable to attend.
- 4. Agenda:**
 - a. Agenda sent to executive members the Friday prior to the meeting week.
 - b. Members can suggest agenda items.
 - c. See Appendix 1. For Template, specific template can also be found in the virtual environment.
- 5. Minutes:**
 - a. Minutes recorded and shared in line with the Recording Executive Meetings standard operating procedures.
- 6. Decision-Making:**
 - a. Consensus preferred; formal vote if needed.
- 7. Open Discussion:**
 - a. Time for open discussion during each meeting.
 - b. Members encouraged to bring up additional items from the reporting session.
- 8. Conduct of Meetings:**
 - a. Professional and respectful conduct.
 - b. Meetings should open and close with a karakia.
 - i. Contact the Representation Manager for additional support.
 - c. Campus President facilitates the meeting it is advised that the president facilitates the reporting process after the chairs report.
- 9. Follow-up:**
 - a. Action items assigned and reviewed in subsequent meetings.
 - b. Monitor implementation of decisions.
 - c. Ensure all representatives have completed the weekly report generator.
- 10. Review:**
 - a. An annual review to be conducted by Te Tira Ahu Pae Board to ensure effectiveness.

28.08.23 **Motion #4.2:** The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.

26.01.24 **Motion(s): #1.2** The Board approves the reporting templates but not the link to invoicing. **#1.3** The Board approves the Cohort President Meetings Policy. **#1.4** The Board approves the Campus President Meetings Policy. **#1.4** The Board approves the Student Consultation Policy. **#1.7** The Board approves the Recording Executive Meetings Standard Operating Procedures.

Appendix 1.

[Campus] Meeting Minutes

Date: [Date of the Meeting] **Time:** [Start Time - End Time] **Location:** [Meeting Location or Virtual]

Chair: Campus President

Attendees:

- [Executive 1]
- [Executive 2]
- [Executive 3]
- [Executive 4]
- [Other Attendees]

Agenda:

1. **Opening Karakia**
 - Followed by the chairs report.
2. **Reflect on Pervious Meeting Minutes**
 - Review of minutes from [Previous Meeting Date]
3. **Key Updates and Progress Reports**
 - [Executive 1] - [Topic]
 - [Executive 2] - [Topic]
 - [Executive 3] - [Topic]
4. **Discussion Items**
 - [Topic 1]
 - [Subtopic 1]
 - [Subtopic 2]
 - [Topic 2]
 - [Subtopic 1]
 - [Subtopic 2]
5. **Upcoming Events and Deadlines**
 - [Event 1]
 - [Event 2]
 - [Deadlines]
 - [Announcement 1]
 - [Announcement 2]
6. **Next Steps and Action Items**
 - Assign tasks and responsibilities.
 - Set deadlines for action items.
7. **Review of Decisions Made**
 - Approve minutes of this meeting and assign minute taker for the next meeting.
8. **Date and Time of Next Meeting**
 - [Next Meeting Date and Time]
9. **Closing Karakia**

28.08.23 Motion #4.2: The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.

26.01.24 Motion(s): #1.2 The Board approves the reporting templates but not the link to invoicing. **#1.3** The Board approves the Cohort President Meetings Policy. **#1.4** The Board approves the Campus President Meetings Policy. **#1.4** The Board approves the Student Consultation Policy. **#1.7** The Board approves the Recording Executive Meetings Standard Operating Procedures.

POLICY 13 – Cohort President Meeting Policy

Approved by Te Tira Ahu Pae Board

Ratified Date: 26.01.24

- 1. Purpose:** This policy outlines how Cohort President meetings with executive members are conducted to ensure effective communication and teamwork.
- 2. Meeting Schedule:**
 - c. Regular meetings: Fortnightly
 - d. Special meetings: As needed and agreed upon by the executive team.
- 3. Attendance:**
 - a. All campus executive members must attend.
 - b. Notify in advance if unable to attend.
- 4. Agenda:**
 - a. Agenda sent to executive members the Friday prior to the meeting week.
 - b. Members can suggest agenda items.
 - c. See Appendix 1. For Template, specific template can also be found in the virtual environment.
- 5. Minutes:**
 - a. Minutes recorded and shared in line with the Recording Executive Meetings standard operating procedures.
- 6. Decision-Making:**
 - a. Consensus preferred; formal vote if needed.
- 7. Open Discussion:**
 - a. Time for open discussion during each meeting.
 - b. Members encouraged to bring up additional items from the reporting session.
- 8. Conduct of Meetings:**
 - a. Professional and respectful conduct.
 - b. Meetings should open and close with a karakia.
 - i. Contact the Representation Manager for additional support.
 - c. Cohort President facilitates the meeting it is also advised that the president facilitates the reporting process after the chairs report.
- 9. Follow-up:**
 - a. Action items assigned and reviewed in subsequent meetings.
 - b. Monitor implementation of decisions.
 - c. Ensure all representatives have completed the weekly report generator.
- 10. Review:**
 - a. An annual review to be conduct by Te Tira Ahu Pae Board to ensure effectiveness.

28.08.23 **Motion #4.2:** The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.

26.01.24 **Motion(s): #1.2** The Board approves the reporting templates but not the link to invoicing. **#1.3** The Board approves the Cohort President Meetings Policy. **#1.4** The Board approves the Campus President Meetings Policy. **#1.4** The Board approves the Student Consultation Policy. **#1.7** The Board approves the Recording Executive Meetings Standard Operating Procedures.

Appendix 1.

[Campus] Meeting Minutes

Date: [Date of the Meeting] **Time:** [Start Time - End Time] **Location:** [Meeting Location or Virtual]

Chair: Campus President

Attendees:

- [Executive 1]
- [Executive 2]
- [Executive 3]
- [Executive 4]
- [Other Attendees]

Agenda:

2. **Opening Karakia**
 - Followed by the chairs report.
3. **Reflect on Pervious Meeting Minutes**
 - Review of minutes from [Previous Meeting Date]
4. **Key Updates and Progress Reports**
 - [Executive 1] - [Topic]
 - [Executive 2] - [Topic]
 - [Executive 3] - [Topic]
5. **Discussion Items**
 - [Topic 1]
 - [Subtopic 1]
 - [Subtopic 2]
 - [Topic 2]
 - [Subtopic 1]
 - [Subtopic 2]
6. **Upcoming Events and Deadlines**
 - [Event 1]
 - [Event 2]
 - [Deadlines]
 - [Announcement 1]
 - [Announcement 2]
7. **Next Steps and Action Items**
 - Assign tasks and responsibilities.
 - Set deadlines for action items.
8. **Review of Decisions Made**
 - Approve minutes of this meeting and assign minute taker for the next meeting.
9. **Date and Time of Next Meeting**
 - [Next Meeting Date and Time]
10. **Closing Karakia**

28.08.23 **Motion #4.2:** The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.

26.01.24 **Motion(s): #1.2** The Board approves the reporting templates but not the link to invoicing. **#1.3** The Board approves the Cohort President Meetings Policy. **#1.4** The Board approves the Campus President Meetings Policy. **#1.4** The Board approves the Student Consultation Policy. **#1.7** The Board approves the Recording Executive Meetings Standard Operating Procedures.

POLICY 14 – Student Consultation Policy

Approved by Te Tira Ahu Pae Board

Ratified Date: 26.01.24

Objective: Our student consultation policy is crafted to foster an environment where student representatives can seek student guidance, and information effectively. This policy outlines the procedures and expectations for consultations to ensure a constructive experience for students and executive members.

1. Scheduling Consultations:

- a. Scheduling a student consultation require representatives adhere to the student engagement policy.
- b. Te Tira Ahu Pae Board approval required for campaign supported by staff.
- c. Representative are required to provide a consultation plan to Te Tira Ahu Pae Board for Approval

2. Duration:

- a. Consultation Period Shall be at least one month 1 of passive collation.
- b. At least 1 campus consultation

3. Preparation:

- a. Representative must present a consultation plan to Te Tira Ahu Pae Board
- b. The Plan must contain:
 - i. A passive collation method
 - ii. An Active collation method
 - iii. Request for staffing resource
 - iv. Advocacy and Advocating Plan
 - v. Loop of consultation
- c. Template for consultation plan in Appendix 1.

4. Confidentiality:

- a. All information shared during the consultation will be implemented into Te Tira Ahu Pae Reporting.
- b. Students may provide or withhold personal information.

5. Code of Conduct:

- a. Respectful and professional behaviour is expected from both the students and the representative during the consultation.
- b. Discriminatory language or behaviour will not be tolerated.

6. Follow-Up:

- a. Additional follow-up post-consultations communications are necessary.
- b. These communications must include post-consultation actions.
- c. When relevant These communications must include post-consultation changes.

7. Fee Structure:

- a. The consultation must consider the implication of the student services levy.
- b. Consultation must consider the change to the Student Services Fee due to the change of the student services levy.

8. Review and Amendments

- a. This policy will be reviewed periodically and may be amended by the Board as necessary. Any amendments will be communicated to students.

28.08.23 **Motion #4.2:** The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.

26.01.24 **Motion(s): #1.2** The Board approves the reporting templates but not the link to invoicing. **#1.3** The Board approves the Cohort President Meetings Policy. **#1.4** The Board approves the Campus President Meetings Policy. **#1.4** The Board approves the Student Consultation Policy. **#1.7** The Board approves the Recording Executive Meetings Standard Operating Procedures.

Appendix 1.

Student Representative Consultation Plan Template

1. Introduction:

- Welcome and brief overview of the consultation plan.
- Emphasise the role of student representatives in advocating for student interests.

2. Objectives:

- Clearly outline the objectives of the student consultation from the representative's perspective.
- Highlight the goal of representing diverse student views.

3. Communication Strategy:

- Detail communication strategies to engage and inform fellow students.
- Emphasise transparent and accessible communication channels.

4. Representation Framework:

- Define representatives involved in the consultation process.
- Assign the lead representative of consultation.
- Assign a staff Liaison Representative.
- Consider mechanisms for inclusive representation, ensuring diverse perspectives are heard.

5. Collaboration with Stakeholders:

- Identify key stakeholders other than students, such as faculty, administration, and other decision-makers.
- Outline plans for collaborative engagement with these stakeholders.

6. Planning and Coordination:

- Detail the planning process for consultation sessions.
- Coordinate logistics and schedules that accommodates students.

7. Facilitation Team:

- Introduce the student representative team.
- Request Staffing Resource.
- Highlight roles and responsibilities, including facilitating communication between students and decision-makers.

8. Engagement Activities:

- Plan interactive and engaging activities to encourage student participation.
- Include a mix of in-person and virtual options.
- Request staff support approval.

9. Technology and Tools:

- Identify technology and tools that facilitate communication and engagement.
- Ensure ease of access for all students.

10. Feedback Mechanisms:

- Establish clear channels for students to provide feedback.
- Create anonymous options to encourage open and honest input.

11. Advocacy:

- Ensure that advocate team is consulted and supportive of consultation.
- Ensure that relevant data collected by the advocate team is considered.

28.08.23 Motion #4.2: The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.

26.01.24 Motion(s): #1.2 The Board approves the reporting templates but not the link to invoicing. #1.3 The Board approves the Cohort President Meetings Policy. #1.4 The Board approves the Campus President Meetings Policy. #1.4 The Board approves the Student Consultation Policy. #1.7 The Board approves the Recording Executive Meetings Standard Operating Procedures.

- Ensure that student representative can articulate and convey student concerns behind the consultation.

12. Documentation and Reporting:

- Detail the process for documenting and reporting on consultation outcomes.
- Highlight the importance of transparent reporting back to the student body.

13. Evaluation and Reflection:

- Establish criteria for evaluating the success of the student representation.
- Encourage regular reflection on the effectiveness of strategies employed.

14. Celebration of Student Voices:

- Plan initiatives to celebrate and recognize student contributions.
- Showcase the impact of student input on decision-making.

15. Privacy and Ethics:

- Emphasise the importance of respecting student privacy.
- Adhere to ethical guidelines when handling sensitive information.

16. Integration with Student Life:

- Explore opportunities to integrate consultation activities with student life.
- Foster a sense of connection between student input and their overall university experience.
- The consultation must consider the implication of the student services levy.
- Consultation must consider the change to the Student Services Fee due to the change of the student services levy.

17. Continuous Improvement:

- Commit to ongoing improvement based on feedback received.
- Encourage a culture of continuous enhancement in the student representation process.
- Additional follow-up post-consultations communications are necessary.
- These communications must include post-consultation actions.
- When relevant These communications must include post-consultation changes.

18. Approval and Support:

- All consultation plans must be approved by Te Tira Ahu Pae Board. Considering at least:
 - Staff Capacity
 - Consultation Topic and Current Affairs
- The Board will also ensure the support of relevant staff for the student representation efforts.

This template is designed to help student representatives navigate their role in facilitating effective consultation between students and decision-makers. Tailor it to fit the specific context and dynamics of Massey University.

POLICY 15 – Recording Executive Meetings Policy: Standard Operating Procedures

Approved by Te Tira Ahu Pae Board
Ratified Date: 26.01.24

Objective: The purpose of this policy is to establish a systematic approach to the documentation of executive meetings through the rotation of minute-taking responsibilities among the executive team members. This ensures a fair distribution of the task and promotes a collaborative and inclusive environment.

Guidelines:

1. Rotation Schedule:

- a. A rotation schedule will be established, outlining the order in which executives will take turns in recording the minutes.
- b. Executive Members who have not taken minutes recently will be encouraged to.

2. Preparation:

- a. Executives are responsible for familiarising themselves with the agenda prior to the meeting.
 - i. The President of the meeting shall send out the agenda the Friday prior to the meeting week.
- b. It is recommended that the meeting prior a designated minute-taker for the next meeting is assigned.
 - i. Communication with the meeting President can gain insights into any specific expectations or focus areas for the minutes.

3. Template Usage:

- a. A standardised template for meeting minutes will be provided to ensure consistency across all documented meetings.
 - i. See Appendix I. For the template.
 - ii. A specialised membership template can also be found in each virtual executive environment.
- b. Executives are expected to follow the template closely, capturing essential details such as key decisions, action items, and any other relevant discussions.

4. Accuracy and Timeliness:

- a. The assigned executive must ensure the accuracy and completeness of the minutes.
- b. Minutes should be written directly into the template in the virtual environment to facilitate timely distribution to all executives' members.
- c. The group of executives are responsible for approving these minutes before the meeting ends.

5. Review Process:

- a. The meeting President will assess the minutes for accuracy and completeness.
- b. Any necessary revisions or clarifications can be made by the President only if the original intent agreed upon does not change.

6. Confidentiality:

- a. Executives are reminded to how a Part II section if confidentiality is in question.
- b. Distribution of minutes should be restricted to the executive team.
- c. Relevant stakeholders as determined by the association shall receive processed reporting of Part I only.

7. Training and Support:

28.08.23 Motion #4.2: The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.
26.01.24 Motion(s): #1.2 The Board approves the reporting templates but not the link to invoicing. #1.3 The Board approves the Cohort President Meetings Policy. #1.4 The Board approves the Campus President Meetings Policy. #1.4 The Board approves the Student Consultation Policy. #1.7 The Board approves the Recording Executive Meetings Standard Operating Procedures.

- a. New executives or those unfamiliar with minute-taking may request training or guidance from the President facilitating the meeting.
- b. Ongoing support will be provided to ensure all executives feel comfortable and competent in fulfilling their minute-taking responsibilities.

By adhering to these guidelines, we aim to maintain consistency, transparency, and accountability in the documentation of executive meetings. This approach ensures that each executive has an opportunity to contribute to the effective and accurate recording of discussions and decisions.

Appendix 1. [Executive Meeting] Minutes

Date: [Date of the Meeting] **Time:** [Start Time - End Time] **Location:** [Meeting Location or Virtual]

Chair: President of Group

Attendees:

- [Executive 1]
- [Executive 2]
- [Executive 3]
- [Executive 4]
- [Other Attendees]

Agenda:

1. **Opening Karakia**
 - Followed by the chairs report.
2. **Reflect on Pervious Meeting Minutes**
 - Review of minutes from [Previous Meeting Date]
3. **Key Updates and Progress Reports**
 - [Executive 1] - [Topic]
 - [Executive 2] - [Topic]
 - [Executive 3] - [Topic]
4. **Discussion Items**
 - [Topic 1]
 - [Subtopic 1]
 - [Subtopic 2]
 - [Topic 2]
 - [Subtopic 1]
 - [Subtopic 2]
5. **Upcoming Events and Deadlines**
 - [Event 1]
 - [Event 2]
 - [Deadlines]
 - [Announcement 1]
 - [Announcement 2]
6. **Next Steps and Action Items**
 - Assign tasks and responsibilities.
 - Set deadlines for action items.
7. **Review of Decisions Made**
 - Approve minutes of this meeting and assign minute taker for the next meeting.
8. **Date and Time of Next Meeting**
 - [Next Meeting Date and Time]
9. **Closing Karakia**

28.08.23 **Motion #4.2:** The board moves to ratify the Representation Policy Manual with the addition that student reps must either reside in New Zealand with the right to work in New Zealand, and / or have a New Zealand IRD number and bank account.

26.01.24 **Motion(s): #1.2** The Board approves the reporting templates but not the link to invoicing. **#1.3** The Board approves the Cohort President Meetings Policy. **#1.4** The Board approves the Campus President Meetings Policy. **#1.4** The Board approves the Student Consultation Policy. **#1.7** The Board approves the Recording Executive Meetings Standard Operating Procedures.