



Auckland Student Movement @AUT

JOB DESCRIPTION

Position: President

Duration of term: 1 January 2016 to 31 December 2017 (2 years)

Reports to: Accountable to students via the AuSM Governance Board.

Note: The role of the president is a full time paid position and is contracted through an employment agreement to work 37.5 hours per week.

Purpose of position:

To represent the best interests of current and future AUT students through overall accountability for AuSM, its officers, staff, resources, and services.

NB: *Present employment agreement sets out terms and conditions of the role, including details of remuneration as decided by the Governance Board as per the AuSM Constitution.*

Principal accountabilities:

- 1. To adhere to and act in accordance with the AuSM Constitution and AuSM policy.**
- 2. Organisation Leadership:**

Objective: To act as "Chair of the Board" as principal officer of AuSM, an Incorporated Society.

1. Act as the official spokesperson for AuSM, assuming responsibility for all contact with the media.
2. Develop a working knowledge of AuSM constitution and policies.
3. Chair Governance Board meetings, attend all appropriate AUT Committee and Board meetings, and fulfill all ex-officio positions as required.
4. Effectively represent AuSM locally, regionally and nationally and liaise with all other NZ Student Associations.
5. Officially represent AuSM on the current national bodies that AuSM is affiliated to such as Student Job Search and University Sport New Zealand.
6. Prepare submissions to local, regional and national bodies as required.
7. Convene regular meetings with AuSM management/Office Holders.
8. Ensure AuSM finances and administration are properly managed in the best interests of AuSM and AUT students.
9. Attend formal AUT functions including Graduation ceremonies.
10. Exercise authority immediately in any situation he/she deems an emergency, notifying Executive members as soon as possible (particularly over holiday periods)
11. Prepare President's Report for each Annual General Meeting, summarising activities, accomplishments and current status and situation of AuSM.

3. Student Representative Council (SRC) Team Leader

Objective: To effectively manage and lead the SRC so they work together as a well-integrated and motivated team

1. Prepare training at the beginning of the year to prepare the new executive for the coming year. This should involve such things as team building activities and training by internal and external bodies to AuSM.
2. Report regularly to the SRC on AuSM activities, achievements, meetings attended and important issues raised
3. Ensure comprehensive and relevant papers are distributed to SRC prior to meetings and that minutes are recorded at all important committees and meetings
4. Exhibit leadership at SRC meetings whilst developing and maintaining good working relationships
5. Involve SRC members appropriately in planning and decision making
6. Foster a positive environment with a high degree of co-operation and morale
7. Help out, where appropriate, with AuSM activities e.g. Student orientation
8. Assist in coaching and passing on knowledge to new members of SRC and AuSM staff
9. Prepare and supervise the President Elect's training programme. This should involve a comprehensive 2 -week training programme.
10. Regularly liaise with other SRC Officers and ensure they are fulfilling their roles as per their job descriptions, advise and guide where appropriate

4. Student Advocate/Representative

Objective: To actively and confidently support and represent current and future students' interests, individually and collectively.

1. Regularly liaise with students and staff of AUT.
2. Actively listen to & canvass student opinions, maintain a good overview of how students think and feel on issues.
3. Attend meetings of AUT committees and decision-making bodies where relevant to put forward AuSM's policies and constructively and confidently assist in representing student interests.
4. Assume ultimate responsibility for ensuring that all students are aware of AuSM Representation, services and benefits
5. Plan and schedule annual programme of key events e.g. Annual General Meetings, Special General Meetings, elections, orientation, Governance Board meetings, Student Representative Council etc.
6. Encourage & invite students to become Class Representatives, chair their monthly meetings and encourage them to participate in AUT Committee meetings and AuSM activities as appropriate
7. Attend AuSM activities where possible
8. Act as student advocate in relation to student traffic, transport and parking needs within the Auckland area

5. Policy & Strategy Development

Objective: To lead the executive in formulating, developing and implementing AuSM policy.

1. Actively seek to keep well informed on all aspects of the university and education sector, regionally, nationally and internationally.

2. Maintain an up to date list of internal and external contacts
3. Initiate and prepare, with the assistance of AuSM, submissions, policy papers and reports for Government select committees, local Government, AUT committees etc.
4. Annually update the association's (5 year) strategic plan and prepare an annual operational plan to further aims of AuSM and to be prepared for the future
5. Maintain an overview of AuSM student services; assess suggestions for improved services with the SRC.
6. Regularly revise AuSM policy and update as necessary.

6. Management and Administration

Objective: To ensure AuSM (through the Executive Director and staff) effectively implements policies and plans as agreed.

1. Be the conduit for all exec dealings with the AuSM staff via the Executive Director.
2. Maintain a reasonable knowledge of AuSM business affairs to ensure proper financial management and preparation of reports
3. Act as a signatory for cheques and take responsibility for all outgoing monies
4. Supervise and liaise regularly with the Executive Director to ensure policy is effectively communicated to him/her and duly implemented by staff
5. Regularly advise and update the SRC of the activities of the Executive Director and staff
6. Keep in regular contact with AuSM office staff
7. Assist with AuSM staff recruitment and conflict resolution where appropriate
8. Oversee the appointment of the Editor of Debate and ensure that issues are published in accordance with AuSM/AUT contract
9. Approve overall expenditure budgets for all AuSM departments.
10. Approve annual fee submissions and expenditure budgets through the Finance and Administration Committee of the Governance Board
11. Monitor the performance of the Executive Director via regular one to one meetings that use the performance plan as a vehicle for positive feedback.

7. Marketing and Promotion

Objective: To ensure students, AUT staff and the wider community are aware of and support AuSM's policies and services.

1. Liaise regularly with AUT Council members
2. Build and maintain effective networks with key staff in AUT, wider community and Government education agencies to promote AuSM's interests, views and initiatives
3. Prepare and present DVD's that can be played by lectures in class promoting AuSM's services and facilities to students.
4. Promote AuSM's views through provision of background information and articles to broadcast and printed media
5. Write press releases and regular articles for *Debate* and other publications as required

AuSM office standards of behaviour:

Team orientation

- Aware of team goals and objectives
- Seeks input from others and keeps them informed
- Works co-operatively, gives support to others when needed
- Is flexible around individual tasks and jobs
- Maintains good relationships, does not allow personality differences to intrude

Customer focus

- Commitment to meeting needs and expectations of students
- Aware of current AuSM services and resources
- Warm, friendly manner to students
- Gives options and choices in solving student enquiries and problems
- Deals appropriately with variety of situations and people

Communication

- Attentive and active listener, checks understanding
- Clear, concise, readable, and accurate written communication
- Is approachable, shares ideas with team, gives relevant feedback
- Is sensitive to the moods, feelings and motivations of others
- Communicates appropriately to situation, culture etc.

Problem solving

- Identifies problems, prioritises critical issues
- Uses available resources to check information
- Identifies appropriate solutions
- Consults widely with team and students
- Anticipates future problems and takes action

Self-Manager

- Uses time effectively and is reliable and punctual
- Manages work to achieve objectives through prioritising
- Stays calm under pressure, and manages stress positively
- Accepts readily and adapts quickly to change
- Delegates where appropriate, asks for help where necessary

Achievement/improvement orientation

- Demonstrates seeing projects through, following up
- Maintains a positive approach in all situations
- Constantly looks for ways to do things better
- Actively promotes AUsM services and standards
- Pro-active in suggesting new ideas for services