

STUDENT REPRESENTATIVE COUNCIL

JOB DESCRIPTION

Position: Office Holder
Reports to: Accountable to students via the Student Representative Council
Duration of term: 1st January to 31st December 2016

Note: The role of the Office Holder is a voluntary position that is remunerated through a performance-based honoraria payment to a maximum of \$2000 for the year. The role requires a commitment of a minimum of three hours per week.

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Purpose of position:

To liaise with the students in your portfolio, keeping the Student Representative Council informed of their perspectives and relevant issues.

Principal Accountabilities:

To adhere to and act in accordance with the AuSM Constitution and AuSM Policies and Procedures.

- Your primary responsibility as an Office Holder is to represent all students at AUT, and in particular, those in your portfolio.
- Facilitate communication of your portfolio issues between students and the AuSM Student Representative Council
- To familiarise yourself with the services that AuSM provides and the effective operation and functioning of the Association.
- Attend all Student Representative Council meetings (generally every month) and any other meetings of committees that you sit on.
- Be fully informed with matters of importance before the Student Representative Council and to read all relevant papers before meetings.
- Ensure that you are fully informed with the proceedings of any meetings that you are unable to attend. Inform the Secretary of the Board, the President or Vice President and the SRC a minimum of 12 hours in advance if you are unable to attend a meeting.
- Monitor the situation of all students in your portfolio with regards to any issues within AUT, and make recommendations for action to the Student Representative Council as necessary.
- Assist wherever possible at official AuSM activities.
- Aid the President and Student Representative Council members wherever needed.
- Represent students at any committees that deal predominantly with student issues in your portfolio.
- Be available for at least two hours for general Student Representative Council duties each week, an hour of which is allocated to meet with students in relation to your portfolio.

- Present four reports per year to the Student Representative Council outlining the current situation for students in your portfolio at AUT, your work, progress, initiatives, achievement and recommendations to the Student Representative Council.
- Maintain regular contact with the President with regards to any issues relating to your portfolio.

YOU CAN EXPECT:

- The support and advice of the AuSM President, Vice President
- To be allowed to question the actions of the President, Vice President and other Student Representative Council members.
- To be able to bring any questions regarding the actions of staff to the attention of the President and have any such questions dealt with adequately via appropriate channels.
- To be consulted on issues affecting or likely to affect students at AUT.
- You may have the opportunity to travel to conferences within New Zealand related to your portfolio.