

## STUDENT REPRESENTATIVE COUNCIL

### JOB DESCRIPTION

<b>Position:</b>	Campus Representative
<b>Reports to:</b>	Accountable to students via the AuSM President and Student Representative Council
<b>Duration of term:</b>	1st January to 31st December 2017

**Note:** The role of the Campus Representative is a voluntary position that is remunerated through a performance-based honoraria payment to a maximum of \$1500 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 on your Campus, 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 Campus Representative is to represent all students of AUT; and in particular all students of your Campus at AUT.
- Facilitate communication of your Campus 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 meeting that you are unable to attend. Inform the President or Vice President a minimum of 12 hours in advance if you are unable to attend a meeting.
- Monitor the situation of all students on your Campus with regards to any issues within AUT, and make recommendations for action to the Student Representative Council as necessary.
- Work in conjunction with the AuSM Events Manager to help organise at least one event per semester that caters to the needs of students on your Campus at AUT.
- 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 on your Campus.
- 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 Campus.

- Present four reports per year to the Student Representative Council outlining the current situation for students on your Campus 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 Campus.

**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 have the opportunity to apply for performance based honoraria payments of up to \$1500 annually to the Student Representative Council, as per current Governance Board Policy.
- To be consulted on issues affecting or likely to affect students at AUT.
- To have the opportunity to travel to conferences within New Zealand related to your Campus portfolio.