



## **Administrative Vice President, Post Graduate & Campaigns Portfolio Executive Officers**

### **Executive Job Description Policy**

Category	Executive
Version	9
First ratified	5 October 2000
Last ratified	4 September 2014
Review date	1 March 2019

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**Related Policies and Documents:** The Constitution and Rules of the Otago University Students' Association Incorporated (especially section 30: Responsibilities of Executive Officers) and the Memorandum of Understanding between the Otago University Students' Association Incorporated and Te Roopū Māori.

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#### **1. Purpose**

- 1.1 The Otago University Students' Association ("OUSA") annually elects a governing board of Executive Officers to control the business, activities and all operations of the Association in pursuit of its objectives.
- 1.2 OUSA recognises that the general responsibilities of individual Executive Officers are set out in the Constitution and Rules of the Otago University Students' Association Incorporated ("Constitution"), along with the various qualification requirements of those positions.
- 1.3 However, OUSA also recognises the limited descriptive value of the Constitution when it comes to guiding Executive Officers on the requirements of their positions, and so enacts this policy to provide a detailed description of their individual responsibilities as Executive Officers.
- 1.4 This policy shall act as a guide for Executive members when producing their quarterly reports.



## 2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –
- Correspondence** means an email, letter, phone call, voicemail, or any other communication.
  - Executive Officer** means a member of the OUSA Student Executive.
  - Liase** means to communicate in any form or manner.
  - Meet** means to come together for a specific purpose.
  - Meeting** means an occasion where two or more people come together for the purpose of discussing a predetermined topic.
  - Officer** means a person holding the position of President, Administrative Vice President, Finance Officer, Education Officer, or Welfare Officer.
  - Portfolio Officer** means a person holding an executive position that isn't classified as an "Officer"
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## 6. Duties of the Administrative Vice-President

- 6.1 Assist the President in their duties.
- 6.2 Support the President by maintaining oversight of all Executive officers.
- 6.3 Assume all the powers and duties of the President in their absence.
- 6.4 Where reasonably required, assist the Finance Officer in their duties.
- 6.5 Be responsible for organising training of Executive Officers.
- 6.6 Be responsible for organising Executive Officer attendance at national and local conferences.
- 6.7 Ensure that Executive Officers and Committees operate in adherence to the Constitution and Rules of OUSA and be responsible for coordinating the updating of it when required.
- 6.8 Ensure that Executive Officers and Committees operate in adherence to the Association's Strategic Plan, and be responsible for coordinating the updating of it when required.
- 6.9 Ensure that Executive Officers and Committees operate in adherence to the Association's internal policy, and be responsible for producing and reviewing internal policy, in consultation with the Executive, staff and other relevant stakeholders.
  - 6.9.1 Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the association's internal policy and the university calendar.
- 6.10 Ensure that Executive Officers and Committees produce and present meeting minutes at executive meetings.



- 6.11 In conjunction with the Secretary, ensure that all members and student media outlets are advised of meeting times, and that the agenda is prepared and circulated beforehand.
- 6.12 In conjunction with the Secretary, coordinate meetings of the Student Forum, referenda and, where appropriate, elections of the OUSA Executive.
  - 6.12.1 Where coordination of the Executive elections by the Administrative Vice-President is deemed inappropriate by the Returning Officer, the Administrative Vice-President may delegate this responsibility to any other Executive Officer.
- 6.13 Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting.
- 6.14 In conjunction with the Chief Executive Officer, ensure the Association abides by all relevant legislation, including, but not limited to, charities and incorporated societies legislation.
- 6.15 Be a member of appropriate internal committees of the Association including, but not limited to:
  - 6.15.1 Standing Committee of the Executive;
  - 6.15.2 Policy Committee;
- 6.16 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:
  - 6.16.1 Planet Media Dunedin Limited.
- 6.17 Chair meetings of the Policy Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.
- 6.18 Where appropriate, seek advice from the Honorary Solicitor on legal matters relevant to the Association.
- 6.19 Meet weekly with and oversee the functions of all Portfolio Officers.
- 6.20 Be available via cell phone at all practical times.
- 6.21 Where practical, work not less than twenty hours per week, from January 1 to December 31.

## **10. Duties of the Postgraduate Students' Portfolio Executive Officer**

- 10.1 Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of postgraduate students.
- 10.2 Work with the University and the Student Support Centre to implement OUSA's policy on Postgraduate Student Representatives.
- 10.3 Be one of the Association's representatives on the University of Otago Senate.



- 10.4 Where required, assist the OUSA Research and Administrative Assistant to administer aspects of the Departmental Postgraduate Student Representatives system including:
  - 10.4.1 Maintaining regular contact with representatives from postgraduate classes or programmes via email or other means; and
  - 10.4.2 Encouraging regular postgraduate class representative meetings, and attend these meetings whenever possible.
- 10.5 Be a member of appropriate internal committees of the Association, including, but not limited to:
  - 10.5.1 Postgraduate Committee;
  - 10.5.2 Education Committee; and
  - 10.5.3 Welfare Committee.
- 10.6 Chair monthly meetings of the Postgraduate Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 10.7 Take direction from the Postgraduate Committee on all matters relevant to postgraduate members.
- 10.8 Normally be the Association's representative on the Board of Graduate Studies.
- 10.9 Maintain a good working relationship with relevant OUSA staff, ensuring that information is shared on issues of relevance to postgraduate students.
- 10.10 Facilitate a variety of student representation on postgraduate related University Committees.
- 10.11 Maintain a good working relationship with the Director of Graduate Research Services and endeavour to meet with them on a monthly basis.
- 10.12 Maintain links with and assist affiliated Postgraduate bodies.
- 10.13 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to postgraduate students to their attention, and meeting with them on a weekly basis.
- 10.14 Perform the general duties of all Executive Officers.
- 10.15 Where practical, work not less than ten hours per week.



## **14. Duties of the Campaigns Portfolio Executive Officer**

- 14.1 Be responsible for ensuring the execution of the publications, campaigns and initiatives OUSA undertakes.
- 14.2 Where reasonably required, assist the Colleges Portfolio Executive Officer with their duties.
- 14.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
  - 14.3.1 Welfare Committee;
  - 14.3.2 Colleges Committee;
  - 14.3.3 Education Committee.
- 14.4 Support all Executive Officers in the running of campaigns and initiatives, ensuring they are executed in line with the Association's Strategic Plan and objectives, and that the student body are informed of these events.
- 14.5 Liaise weekly with the Chairs of all OUSA committees to ascertain the campaigns and initiatives directives from those committees, and act on those directives where appropriate.
- 14.6 Maintain a good working relationship with the manager of OUSA Events, proactively seeking opportunities to tie their events in with campaigns and initiatives.
- 14.7 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to campaigns and initiatives to their attention, and where reasonable, meet with them on a weekly basis.
- 14.8 Maintain a good working relationship with the Managers of the Student Support Unit, the Recreation Unit, the Communications Unit, the Events Unit and Planet Media Dunedin Limited, and where reasonable liaise with them on a weekly basis.
- 14.9 Act as the reference point for Executive and staff for all issues relating to OUSA campaigns and initiatives.
- 14.10 Be responsible for adequate representation of Executive Officers at OUSA campaigns, initiatives and events.
- 14.11 Where practical, work not less than ten hours per week.