



Executive Job Description Policy



Category Executive
Version 11
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Related Policies and Documents: The Constitution and Rules of the Otago University Students' Association Incorporated (especially section 14: Responsibilities of Executive Officers) and the Memorandum of Understanding between the Otago University Students' Association Incorporated and Te Roopū Māori.

1. Purpose

- 1.1 The Otago University Students' Association 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 –
Association means the Otago University Students' Association.
Correspondence means an email, letter, phone call, voicemail, or any other communication.
Executive Officer means a member of the OUSA ~~Student~~-Executive.
Executive Sub-committees means committees which are created by section 35 of the Constitution.
Liaise 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.

3. General Duties of all Executive Officers

- 3.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:
 - 3.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation; and;
 - 3.1.2 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.
- 3.2 Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.
- 3.3 All Executive Officer's will keep up to date with the Finance and Strategy Officer's Executive budget, bringing to the finance and strategy officer any spending proposals, keeping track of their spending and ensuring they do not exceed budgeted expenditure.
- 3.4 All Executive Officers are to educate themselves on needs and experiences relevant to historically marginalised demographic groups including intersectionality and promote and encourage all demographics to participate, where relevant, in clubs, societies, committees and OUSA events.
- 3.5 All Executive Officers shall every quarter undertake five hours of voluntary service which contributes to the local community.
- 3.6 All Executive Officers are expected to regularly check and respond to all correspondence received.

4. Duties of the President

- 4.1 Be the official spokesperson for the Association.
- 4.2 In liaison with the appropriate affected parties, coordinate and oversee all interactions by the with other student associations, media organisations, the University of Otago, the Government of New Zealand, local authorities and any other external organisations and their representatives.
- 4.3 Maintain a good working relationship with the Otago Polytechnic Students' Association (OPSA), and coordinate joint activities whenever appropriate and practical.
- 4.4 Be the Association's official representative on relevant external boards, committees or executives, including, but not limited to:
 - 4.4.1 Council of the University of Otago (and requisite sub-committees);
 - 4.4.2 University of Otago Senate;
 - 4.4.3 New Zealand Union of Students' Association's National Executive; and
 - 4.4.4 Any other national student body affiliate where applicable.
- 4.5 Hold membership and, where reasonable, attend all internal committees of the Association.
- 4.6 Be given first opportunity for appointment as a Director of any company where the Association holds the power to make such an appointment, including, but not limited to:
 - 4.6.1 University Union Limited; and;
 - 4.6.2 University Book Shop Otago Limited.

- 4.7 Chair all meetings of the OUSA Executive and ensure that the standing orders of the Executive are adhered to.
- 4.8 Ensure that an adequate level of consultation between the Executive and staff is maintained on all relevant matters of interest to the Association.
- 4.9 Where relevant matters arise, prepare verbal reports to the Executive and a monthly written summary for the Executive of all relevant matters of interest to the Association.
- 4.10 Report at least monthly to the Executive on NZUSA activity.
- 4.10 Maintain a good working relationship with the Chief Executive Officer and, where reasonable, meet with them on a weekly basis.
- 4.11 Maintain a good working relationship with the Administrative Vice-President, Finance and Strategy Officer, Academic Representative and Welfare and Equity Representative, meet with them weekly and, where reasonable, liaise with them on a daily basis.
- 4.12 Maintain a good working relationship with all other Executive Officers and, where reasonable, liaise with them individually on a weekly basis.
- 4.13 In conjunction with the Finance and Strategy Officer, oversee any political campaigns undertaken by the Association actively seeking to inform the student body and general public on student issues and concerns.
- 4.14 Supervise the Chief Executive Officer on behalf of the Executive.
- 4.15 Be available via cell phone at all practical times.
- 4.16 Perform the general duties of all Executive Officers.
- 4.17 Where practical, work not less than forty hours per week, from January 1 until December 31.

5. Duties of the Te Roopū Māori Tumuaki

- 5.1 The Te Roopū Māori Tumuaki shall be a voting ex-officio member of the Association Executive.
- 5.2 The duties of the Te Roopū Māori Tumuaki are outlined in the Memorandum of Understanding between the Otago University Students' Association and Te Roopū Māori.
- 5.3 Where practical perform the general duties of all Executive Officers.

6. Duties of the University of Otago Pacific Island Students' Association President

- 6.1 The University of Otago Pacific Island Student Association President shall be a voting ex-officio member of the Association Executive.
- 6.2 The duties of the University of Otago Pacific Island Student Association President are outlined in the Memorandum of Understanding between the Otago University Students' Association and the University of Otago Pacific Student Island Association.
- 6.3 Where practical perform the general duties of all Executive Officers.

7. Duties of the Administrative Vice-President

- 7.1 Assist the President in their duties.
- 7.2 Support the President by maintaining oversight of all Executive officers.
- 7.3 Assume all the powers and duties of the President in their absence.
- 7.4 Be responsible for organising training of Executive Officers.
- 7.5 Be responsible for organising Executive Officer attendance at national and local conferences.
- 7.6 Ensure that Executive Officers and Committees operate in adherence to the Constitution and Rules of the Association and be responsible for coordinating the updating of it when required.
- 7.7 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.
- 7.8 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.
 - 7.8.1 Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the Association's internal policy and the university calendar.
- 7.9 Ensure that Executive Officers and Committees produce and present meeting minutes at Executive meetings.
- 7.10 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.
- 7.11 Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting.
- 7.12 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.
- 7.13 Be a member of appropriate internal committees of the Association including, but not limited to:
 - 7.13.1 Standing Committee of the Executive; and;
 - 7.13.2 Policy Committee.
- 7.14 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.
- 7.15 In conjunction with the Secretary, coordinate meetings of the Student General Meetings, and other meetings of the student body, referenda and, where appropriate, elections of the OUSA Executive.
 - 7.15.1 Where coordination of the Association 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.

- 7.16 Where appropriate, seek advice from the Honorary Solicitor on legal matters relevant to the Association.
- 7.17 Work with the Finance and Strategy Officer and Marketing and Communications department to ensure the Executive section of the Association website is up to date with relevant material including but not limited to:
 - 7.17.1 Executive campaigns; and;
 - 7.17.2 Referendum, SGM's and Policies on notice.
- 7.18 Meet weekly with and oversee the functions of the Postgraduate Students', International Students', Residential, Clubs and Societies and Political Representatives.
- 7.19 Be available via cell phone at all practical times.
- 7.20 Where practical, work not less than twenty hours per week, from January 1 to December 31.

8. Duties of the Finance and Strategy Officer

- 8.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.
- 8.2 Where reasonably required, assist the Administrative Vice-President in their duties.
- 8.3 Be a member of appropriate internal committees of the OUSA, including, but not limited to:
 - 8.3.1 Standing Committee of the Executive;
 - 8.3.2 Finance and Expenditure Committee; and;
 - 8.3.3 Grants Panel.
- 8.4 Meet Monthly with the Chief Executive Officer to ensure a governance oversight of the Association finances.
- 8.5 Chair meetings of the Finance and Expenditure 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.
- 8.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.
- 8.7 Maintain a sound understanding of the position of any of the Association's holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.
- 8.8 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.
- 8.9 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.
 - 8.9.1 Authorize transactions from the Association accounts relating to the executive expenditure.

- 8.10 Oversee the budget setting process in the latter half of that calendar year.
- 8.11 Ensure that all Executive Officers are familiar with the Executive Budget, expenditure process, assist them where necessary and update the Executive monthly on expenditure and the budget.
- 8.12 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:
 - 8.12.1 University Union Limited; and;
 - 8.12.2 University Book Shop Otago Limited.
- 8.13 Where appropriate, seek advice from the Auditors on financial matters relevant to the Association.
- 8.14 Assist and liaise with students and students' associations on University of Otago satellite campuses.
- 8.15 Oversee any campaigns undertaken by the Association, actively seeking to inform the student body and general public on student issues and concerns and liaising with relevant officers such as the Political Representative, including but not limited to:
 - 8.15.1 Encourage voter participation;
 - 8.15.2 Local Body Elections; and;
 - 8.15.3 National Body Elections.
- 8.16 Support and act as a reference point for 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.
- 8.17 Liaise weekly with the Chairs of all Association committees to ascertain the campaigns, initiatives and directives from those committees, and act on those directives where appropriate including but not limited to:
 - 8.17.1 Welfare Committee;
 - 8.17.2 Residential Committee;
 - 8.17.3 Affiliated Club Council; and;
 - 8.17.4 Education Committee.
- 8.18 Be available via cell phone at all practical times.
- 8.19 Perform the general duties of all Executive Officers.
- 8.20 Where practical, work not less than twenty hours per week, from January 1 until December 31.

9. Duties of the Academic Representative

- 9.1 Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President and the Finance and Strategy Officer.
- 9.2 Be a member of appropriate internal committees of the OUSA, including, but not limited to:
 - 9.2.1 Standing Committee of the Executive; and;
 - 9.2.2 Academic Committee.
- 9.3 Chair monthly meetings of the Academic 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.

- 9.4 Take direction from the Academic Committee on all educational matters relevant to the Association and its members.
- 9.5 Where reasonable, ensure that as many different representatives of student educational issues are present on the Academic Committee as possible.
- 9.6 Be one of the Association's representatives on:
 - 9.6.1 University of Otago Senate;
 - 9.6.2 University of Otago Board of Undergraduate Studies; and;
 - 9.6.3 Other University committees, boards, advisory groups and working parties as appointed by the Executive.
- 9.7 Where appropriate briefing the President on national and local tertiary sector educational issues and representing the educational interests of students on local body committees and boards.
- 9.8 Actively inform the student body of issues relating to their education, via publications, promotions and campaigns.
- 9.9 Maintain a good working relationship with relevant Association staff, including the Student Support Centre Manager, and liaising with them on relevant educational issues as they arise.
- 9.10 Act as the Executive's representative to the Class Representative System and assist in their promotion.
- 9.11 Facilitate a variety of student representation on academic related University Committees and Divisional Boards.
- 9.12 Maintain a good working relationship with the University, particularly with:
 - 9.12.1 The Deputy Vice-Chancellor (Academic); and;
 - 9.12.2 The Director of Summer School.
- 9.13 Liaise with the Clubs and Societies Representative to assist those affiliated clubs that have a focus on student education.
- 9.14 Facilitate and provide feedback and consultation for academic proforma.
- 9.15 Be available via cell phone at all practical times.
- 9.16 Perform the general duties of all Executive Officers.
- 9.17 Where practical, work not less than twenty hours per week, from January 1 until December 31.

10. Duties of the Welfare and Equity Representative

- 10.1 Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President, the Finance and Strategy Officer and the Academic Representative.
- 10.2 Work on issues specific to minority groups of students at the University of Otago, including but not limited to:
 - 10.2.1 Academic Issues at the University of Otago; and;

- 10.2.2 Social and welfare related issues within the University of Otago and the wider community.
- 10.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
- 10.3.1 Standing Committee of the Executive;
 - 10.3.2 Residential Committee; and;
 - 10.3.3 Welfare and Equity Committee.
- 10.4 Chair monthly meetings of the Welfare and Equity 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.
- 10.5 Take direction from the Welfare and Equity Committee on all welfare matters relevant to the Association and its members.
- 10.6 Where reasonable, ensure that as many different representatives of student welfare issues are present on the Welfare and Equity Committee as possible.
- 10.7 In order to provide feedback and information, work with members of the Welfare and Equity Committee, including, but not limited to:
- 10.7.1 Disabilities Representative;
 - 10.7.2 Queer Representative; and;
 - 10.7.4 Woman's Representative.
- 10.8 Where appropriate, brief the President on national and local tertiary sector welfare issues and representing the welfare interests of students on local body committees and boards.
- 10.9 Actively inform the student body of issues relating to their welfare, via publications, promotions and campaigns.
- 10.10 Maintain a good working relationship with relevant Association staff, including the Student Support Centre Manager, Queer Support Coordinator and Advocates, meeting with them weekly where possible and liaising with them on relevant welfare issues as they arise.
- 10.11 In consultation with the Student Support Centre Manager, maintain a good working relationship with community organisations and groups that may provide services to the benefit of student welfare.
- 10.12 Maintain a good working relationship with the 'Are You OK?' coordinator to ensure, where reasonable, Executive assistance is available.
- 10.13 Facilitate in conjunction with the chairs a variety of student representation on welfare and equity related University Committees and on OUSA Sub-committees.
- 10.14 Maintain a good working relationship with the University, particularly with:
- 10.14.1 The Director of Student Services;
 - 10.14.2 The Director of Student Health;
 - 10.14.3 Disability Information Services;
 - 10.14.4 UniQ;
 - 10.14.5 Te Whare Tawharau;
 - 10.14.6 Thursdays in Black;
 - 10.14.7 Chaplaincy Board; and;
 - 10.14.8 Any other Welfare and Equity related organisations.

- 10.15 Liaise with the Clubs and Societies Representative to assist those affiliated clubs that have a focus on student Welfare and Equity.
- 10.16 Be available via cell phone at all practical times.
- 10.17 Perform the general duties of all Executive Officers.
- 10.18 Where practical, work not less than twenty hours per week, from January 1 until December 31.

11. Duties of the Postgraduate Students' Representative

- 11.1 Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of postgraduate students.
- 11.2 Work with the University and the Student Support Centre to implement the Association's policy on Postgraduate Student Representatives.
- 11.3 Be one of the Association's representatives on the University of Otago Senate.
- 11.4 Be a member of appropriate committees of the Association, including, but not limited to:
 - 11.4.1 Otago Postgraduate Association; and;
 - 11.4.2 Academic Committee.
- 11.5 Chair monthly meetings of the Otago Postgraduate Association, 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.
- 11.6 Take direction from the Otago Postgraduate Association on all matters relevant to postgraduate members.
- 11.7 Normally be the Association's representative on the Board of Graduate Studies.
- 11.8 Maintain a good working relationship with relevant OUSA staff, ensuring that information is shared on issues of relevance to postgraduate students.
- 11.9 Facilitate a variety of student representation on postgraduate related University Committees.
- 11.10 Maintain a good working relationship with the Director of Graduate Research School and endeavour to meet with them on a regular basis.
- 11.11 Maintain links with and assist affiliated Postgraduate bodies.
- 11.12 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.
- 11.13 Sit on the Otago Postgraduate Association as an ex-officio member and maintain and fulfill the terms of the Memorandum of Understanding held between the Association and the Otago Postgraduate Association.
- 11.14 Perform the general duties of all Executive Officers.
- 11.15 Where practical, work not less than ten hours per week.

12. Duties of the International Students' Representative

- 12.1 Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of cultural diversity.
- 12.2 Organise and run events of specific interest and relevance to international students.
- 12.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 12.3.1 International Committee.
- 12.4 Chair monthly meetings of the International 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.
- 12.5 Take direction from the International Committee on all matters relevant to international student members.
- 12.6 Work on issues specific to international students at the University of Otago, including, but not limited to:
 - 12.6.1 Academic issues within the University; and;
 - 12.6.2 Social and welfare related issues within the University and the wider community.
- 12.7 Maintain a good working relationship to the Association Student Support Centre Manager and Advocates so that the opportunity to share information about academic and welfare issues of relevance to international students is available.
- 12.8 Maintain a good working relationship with the International Office of the University, sharing information and ideas with them when appropriate.
- 12.9 Work in conjunction with the Finance and Strategy Officer and the Clubs Development Officer and the Clubs and Societies Representative-to ensure the affiliation and support of international student groups.
- 12.10 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to international students to their attention, and meeting with them on a weekly basis.
- 12.11 Sit on the New Zealand International Students' Association (NZISA) as a member and maintain and fulfill the terms of the Memorandum of Understanding held between Association and NZISA.
- 12.12 Perform the general duties of all Executive Officers.
- 12.13 Where practical, work not less than ten hours per week.

13. Duties of the Political Representative

- 13.1 Write a variety of submissions on behalf of the Association, including, but not limited to:
 - 13.1.1 Local and national government documents:
 - 13.1.1.1 Student related parliamentary bills;
 - 13.1.1.2 Student related Government projects/proposals;
 - 13.1.1.3 Referenda;

- 13.1.1.4 Dunedin City Council Annual Plan; and;
- 13.1.1.5 Otago Regional Council Annual Plan.
- 13.1.2 University of Otago reports, reviews, and consultative documents.
- 13.2 Submissions outlined in 13.1 must be:
 - 13.2.1 Well researched, written in a clear and concise manner, and address the submission from the perspective representative of students;
 - 13.2.2 Written, where relevant, in conjunction with the Executive Officer whose role relates to the topic of the submission;
 - 13.2.3 Written, where relevant, with input from Executive sub-committees which relate to the topic of the submission;
 - 13.2.4 Approved by the Executive before the submission is submitted; and;
 - 13.2.5 Written in conjunction with NZUSA, where it is relevant and appropriate.
- 13.3 Where relevant, assist other Otago student groups and members of the Association in writing submissions.
- 13.4 Chair meetings of the Submissions 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.
- 13.5 Take direction from the Submissions Committee on matters of local and national government.
- 13.6 Work in conjunction with the President to raise student issues and lobby for improved outcomes on student issues with, including, but not limited to:
 - 13.6.1 Ministers of Parliament;
 - 13.6.2 Local government officials;
 - 13.6.3 Spokespeople of national level political parties; and;
 - 13.6.4 Relevant figures at the University of Otago.
- 13.7 Hold consultative student meetings to gain feedback and to inform the Executive.
- 13.8 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues of relevance to their attention, meeting with them on a weekly basis.
- 13.9 Perform the general duties of all Executive Officers.
- 13.10 Where practical, work not less than ten hours per week.

14. Duties of the Residential Representative

- 14.1 Promote via publications, promotions and campaigns, an environment within the OUSA and on campus which is supportive of University of Otago student flatting culture, education, community and Residential Colleges.
- 14.2 In conjunction with relevant Association departments, Executive Officers and committees, create educational material relevant to flatting.
- 14.3 Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 14.3.1 Residential Committee; and;
 - 14.3.2 Colleges Committee.

- 14.4 Chair monthly meetings of the Residential Committee, ensuring 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.
- 14.5 Chair monthly meetings of the Colleges Committee, ensuring 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.
- 14.6 Take direction from the Residential Committee, and by extension the Colleges Committee, on all matters relevant to Residential Colleges, University Flats, the Locals Programme, student flatting and student locals within the University and the community.
- 14.7 Via, or in consultation with the Student Support Centre, maintain a good working relationship with the Campus and Collegiate Life Services of the University, sharing information and ideas with them when appropriate.
- 14.8 Maintain a good working relationship with the Proctors' Office and Campus Watch bringing to them issues of students within the wider community.
- 14.9 Maintain a good working relationship with the heads and deputies of Residential Colleges and University Flats, and the head of the Locals Programme and their student representatives.
- 14.10 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Residential Colleges, University Flats, Locals Programme and the Otago Student Community to their attention and meeting with them on a weekly basis.
- 14.11 Perform the general duties of all Executive Officers.
- 14.12 Where practical, work not less than ten hours per week, from January 1 until December 31.

15. Duties of the Clubs and Societies Representative

- 15.1 Promote via publications, promotions and campaigns the existence of, and encourage participation in Clubs and Societies.
- 15.2 Collaborate and liaise with relevant Clubs and Societies to help participate within the Association's events and initiatives.
- 15.3 Be an ex-officio member of all affiliated Clubs and Societies.
- 15.4 Be a member of appropriate internal committees of the Association, including but not limited to:
 - 15.4.1 Grants committee; and;
 - 15.4.2 Blues and Golds panel.
- 15.5 Chair monthly meetings of the Grants Panel ensuring that all interested Clubs and Societies and the Association members are given the opportunity to apply for Association grants.
- 15.6 Chair meetings of the Blues and Golds panel.
- 15.7 Chair a bi-annual meeting of the Affiliated Clubs Council ensuring all interested Clubs, Societies and 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.

- 15.8 Maintain a good relationship with all affiliated Clubs and Societies, assisting them when required with issues pertinent to them or their members.
 - 15.8.1 Attend Annual General Meetings of Clubs and Societies, where possible and assist where needed.
- 15.9 Where reasonable, attend different Clubs and Societies meetings weekly to be a point of contact to help them with any issues they may face, and provide support where applicable.
- 15.10 Liaise and collaborate with the Recreation Manager to help create new recreation programmes as needed and demanded.
- 15.11 Maintain a good working relationship with the Clubs Development Officer, meeting with them when relevant.
- 15.12 Maintain a good working relationship with the Academic Representative and International Students' Representative and to liaise when relevant regarding Academic and International focused clubs.
- 15.12 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Clubs and societies students to their attention and meeting with them on a weekly basis.
- 15.13 Perform the general duties of all Executive Officers.
- 15.14 Where practical, work not less than ten hours per week.