Officer (Disabilities affairs, Maori affairs, Mature students, Pasifika affairs, International, Postgraduate, Diversity, Two nominated portfolios)

**Overview:**

The officer roles were created so that minority groups could receive equitable representation throughout the University.

As an officer you are the public figure that represents and embodies the views of a specific minority and it is your role to amplify this minority’s voice so that they receive equitable representation and outcomes within the University. The minority groups on campus can experience relative disadvantage compared to members of the dominant social groups, but with your efforts extra support can be provided where it is needed.

For this role you will need to be a social influencer and extremely outgoing to achieve this task. This means you must be capable of communicating with enough of your minority group to figure out what these students want/don’t want and to communicate this to important committees and boards across the University.

The “Minimum Requirements” section (below) is designed to help you on this journey. These requirements enable you to promote yourself to your minority group through lecture presentations and events, increasing your profile and the chance that students will recognise you and your position as a leader in your group. This will compel them to talk to you about their issues/wants for your group. For you to be effective at communicating this information, this role requires you to attend boards and committees throughout the university so that the students you represent can be heard at a high level within the University. This role is essential for driving equitable outcomes and opportunities for students under your portfolio.

***Note:***

This is a voluntary position that is remunerated through a performance-based honoraria payment. A minimum of three hours per week is required.

**Reports to:**

Accountable to students via the AUTSA President and Student Representative Council (SRC).

**Purpose of position:**

To liaise with the students in your portfolio, keeping the SRC informed of their perspectives and relevant issues and to communicate these to relevant boards and committees throughout the university.

**Minimum requirements:**

Your requirements are to:

* Attend all SRC meetings;
* Attend all committee and board meetings required of your role (these boards and committees are subject to change and it is your responsibility to know which meetings to attend as required by your role);
* Carry out biweekly lecture presentations, promoting AUTSA, the SRC and your role;
* Organise at least one event per semester that caters to the needs of students in your portfolio;
* Present four reports per year to the SRC outlining the current situation for students in your portfolio, your work, progress, initiatives, achievement and recommendations to the SRC;
* Have monthly meetings with the executive team of AUTSA affiliated clubs relating to your portfolio;
* Maintain and update your position’s handbook.
* Adhere to all principal accountabilities stated below.

*NB: If these minimum requirements are not met quarterly, the SRC has the power to remove you from your position through a vote of no confidence.*

**Principal Accountabilities:**

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

* Your primary responsibility as 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 AUTSA SRC.
* To familiarise yourself with the services that AUTSA provides and the effective operation and functioning of the Association.
* Be fully informed with matters of importance before the SRC 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 in your portfolio with regards to any issues within AUT, and make recommendations for action to the SRC as necessary.
* Assist wherever possible at official AUTSA activities.
* Aid the President and SRC 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 SRC duties each week, an hour of which is allocated to meet with students in relation to your portfolio.
* Maintain regular contact with the President with regards to any issues relating to your portfolio.
* If you are unable to attend any of your board/committee meetings and/or if you are unable to fulfil any of the minimum requirements (listed above) for the quarter, you must let the President or Vice-President know immediately. The SRC will then decide whether you are suited for the position and may remove you from the position through a vote of no confidence.
* Follow any lawful and reasonable direction from the President or Vice-President.

**You can expect:**

* The support and advice of the AUTSA President, Vice President.
* To be allowed to question the actions of the President, Vice President and other SRC members.
* To be able to bring any questions regarding the actions of staff to the attention of the President or the Vice-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 SRC, 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.

**Optional tasks:**

To help achieve your goal, you may want to do one or more of the following tasks:

* Create a petition about an issue students care about, get students to sign it and present this petition to the relevant University board or committee;
* Host a mini event in the campus during lunchtime where a table is set up and where students come and speak to you about issues you are having. Record these, summarise them and present your findings to the relevant University board or committee;
* Write an article about an issue students are facing in your faculty in AUTSA’s student magazine, *Debate*;
* Organise a protest in regards to a student issue;
* Communicate your findings of student issues to a local MP or Council member;
* Set up a sub-committee to help you achieve your goals (e.g. if you want to host a party, then you can set up a small committee to help you organise this party);
* Communicate any issues students may be having to the relevant lecturer or dean within the University;