

# Te Awhioraki Māori Students' Association

## Kaituhituhi

### Position Description



Last Updated: September 2022

Job Title: Kaituhituhi

Reports To: Taura Māori of Te Whare Wānaka ō Aoraki through the Tumuaki

### Position Purpose Statement

The Kaituhituhi is responsible for ensuring that all minutes and Association documentation is up to date and accessible to members. They work to ensure that Te Awhioraki remains efficient and accountable, through regular reporting and strong policy. Like other Executive Members, the Kaituhituhi is responsible for representing Lincoln University students on all matters that impact their University experiences. They also support student engagement to foster their wellbeing and apply to connect with campus life.

### Term and Remuneration

The Kaituhituhi is employed as a contractor with a total remuneration package of \$5,000 per annum (pursuant the Executive Remuneration Policy). The period of remuneration will be paid based on the individual's performance against the expectations provided around portfolios and their roles on the Te Kōmiti Whakahaere. The term will usually begin

The payments will occur in accordance with the Executive Remuneration Policy. Executive members are required to be available on campus one week prior to the start of semester one for planning and training, during term time until their final examination in semester two. The term for kaituhituhi begins 1 December until 30<sup>th</sup> November of each year.

### Relationships

Te Awhioraki Staff and Executive; Lincoln University Students and Staff; Other Students' Associations; Contractors and Suppliers, Other Education and Community Agencies, Media; and National organisations such as Te Mana Ākonga, Taura Pasifika and NZUSA.

### Qualifications and Experience Required for the Role

- Enrolled as a taura Māori of Lincoln University at the time of election
- Knowledge and understanding of Te Awhioraki, namely its services and the Constitution
- Friendly and approachable with excellent, verbal and written communication and interpersonal skills
- Computer skills including reasonable proficiency with Microsoft Office
- Empathetic to the diverse range of students and their needs
- Ability to represent divergence of views constructively and ability to work as part of a team
- Ability to conduct themselves in a positive and professional manner at all times
- Committed to and confident in acting in the best interest of students
- Diligent and proactive with excellent time management skills to prioritise, multitask and work under pressure
- As the University is a multi-cultural environment there is a requirement for the successful candidate to have the ability to work with people from a wide variety of other cultures

### Key Responsibilities and Outputs

#### Duties and Responsibilities

#### Te Awhioraki Māori Students' Association

Kaituhituhi Position Description: Updated August 2020

# Te Awhioraki Māori Students' Association

## Kaituhituhi

### Position Description



- Responsible for ensuring accurate records are kept during the Executive's term.
- Prepare agendas and minutes for the Executive Committee, General Meetings, committees and ad-hoc meetings, as required by the Tumuaki.
- Ensure all meeting minutes are made available in the Te Awhioraki Teams folder once ratified.
- Coordinate any reporting as required by the Tumuaki.
- Reply to any emails and notify the Executive Committee
- Take requests for bookings for Te Whare Whakakotahi and notify Executive Committee for confirmation
- Train the incoming Kaituhituhi, as well as updating the Handover document to ensure a smooth transition period.

#### Official Documentation

Responsible for maintaining, updating and creating new official Te Awhioraki documentation

- Maintain, update and create new Te Awhioraki Policies, and other official Te Awhioraki documentation
- Work with any partners of Te Awhioraki on any official documentation work.

#### Representation

Responsible for ensuring consistent promotion of the academic and personal wellbeing of students.

- To be involved in and advise the Tumuaki on key issues relevant to Te Awhioraki.
- Attend and report on committees, working groups and boards as required by the Tumuaki.
- Be visible and accessible to the student body as required.
- Actively seek a range of student perspectives on range of issues and encourage debate on these issues.
- Ensure feedback is captured and effectively reported through the appropriate fora.

#### Administrative and Other Tasks

- Attend Te Awhioraki and affiliated club events during the year, some which may be outside normal business hours, in support of the Te Awhioraki Executive.
- Develop and maintain collaborative relationships with key members of Lincoln University, students and student groups.
- Take part in marketing activities that promote Te Awhioraki and/or its services.
- Comply with all legal and Te Awhioraki requirements in respect of the administration and management of all records.
- Prepare any reports as required.
- Other reasonable duties, that are aligned to your skills and experience as required.

#### Governance

Responsible for maintaining a high level of governance within the Association.

- Monitoring and reviewing the strategic plan, priorities, annual plan, and budget
- Reviewing all policies and maintain a review schedule
- Ensure the Association is operating in accordance with its Constitution and undertake any action required to maintain compliance as required.
- Attend all Te Awhioraki Executive Committee meetings and any committees as appointed to by the Te Awhioraki Executive.

#### Health and Safety

- Take all practical steps to ensure their own and others health and safety at a governance level.
- Become familiar, and comply, with all health and safety policies and procedures.
- Comply with all legislative requirements in respect of health and safety in the workplace.
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of

#### Te Awhioraki Māori Students' Association

Kaituhituhi Position Description: Updated August 2020

# Te Awhioraki Māori Students' Association

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### Position Description



both themselves and others.

- Report all accidents, incidents and hazards to their supervisor as soon as is practicable.
- Wear protective clothing/apparatus as required.

*This position description reflects the core activities of the position. As the company and the position holder develop, there will inevitably be some changes to the duties for which the position is responsible, and possibly to the emphasis of the position itself. Te Awhioraki expects that the position holder will recognize this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the role purpose become necessary, the position-holder will be consulted and the changes reflected in a revised role purpose. This job description is linked to the employment contract and will be used to ensure objectives are being met.*