

# Te Awhioraki Māori Students' Association

## Tumuaki Tuarua

### Position Description



Last Updated: Sept 2022

Job Title: Tumuaiki Tuarua

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

#### Position Purpose Statement

Each year, there can be one person elected as Tumuaiki Tuarua, who has the responsibilities and duties expected of this role. The Tumuaiki Tuarua is responsible for representing taura Māori at Lincoln University on all matters that impact their University experiences. Accordingly, they provide leadership to Te Awhioraki and its Executive, and by extension the wider student body. The Tumuaiki Tuarua is responsible for attending to and reporting to the Executive on all matters relating to academia at Lincoln University. The Tumuaiki Tuarua will Chair Te Awhioraki Executive in absence of the Tumuaiki, and is subsequently responsible for ensuring there is good and effective governance of the Association.

#### Term And Remuneration

The Tumuaiki Tuarua is employed as a contractor with a total remuneration package of \$5,000 per annum (pursuant the Executive Remuneration Policy).

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.

#### Relationships

Te Awhioraki Executive; Lincoln University Students, Council, Senior Management and Staff; Other Students' Associations; Contractors, Suppliers and Advertisers; 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 at Lincoln University at the time of election.
- Knowledge and understanding of Te Awhioraki, namely its Constitution.
- Excellent communication and interpersonal skills.
- Experience in leadership positions or representative or governing committees is desirable.
- 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.
- Organisational, delegation and supervisory skills.
- Ability to inspire and work alongside a team.
- Self-motivated, proactive with excellent time management skills to prioritise, multitask and work under pressure.
- Innovative to the extent of identifying issues and generating solutions to improve Te Awhioraki.
- 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

##### Governance

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

- Monitoring and reviewing the strategic plan, priorities annual plan, budget and policies.
- Ensure the Association is operating in accordance with its Constitution and undertake any action required to maintain compliance as required.

##### Te Awhioraki Māori Students' Association

Tumuaki Position Description: Updated August 2020

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### Position Description



- Attend all Te Awhioraki Executive Committee meetings and any committees as appointed to by Te Awhioraki.
- Submit work reports as per the relevant Te Awhioraki policy.

#### **Te Awhioraki Executive**

Responsible for coordination and managing the Te Awhioraki Executive.

- Supervise and provide support to the Executive to achieve their duties and responsibilities.
- Ensure Executive Members carry out their duties and responsibilities to the required standards.
- Promptly address and performance or other issues that may affect their role.
- Initiate and implement campaigns that will promote either the student viewpoint, or be of benefit to students in collaboration with all Te Awhioraki associates.
- Attending to and reporting to the Executive on matters related to academia at Lincoln University.
- Responsible for democratic and effective Executive elections including by-elections.

#### **Representation**

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

- To be involved in key issues relevant to Te Awhioraki.
- Attend and report on committees, working-groups and Boards that the Tumuaiki Tuarua are appointed to from time-to-time to represent Lincoln University students.
- Actively seek and monitor a range of student perspectives on range of issues.
- Ensure feedback is captured and effectively reported through the appropriate fora.
- Support LUSA's Student Advice service with advocacy cases, as required.

#### **Operational**

Many operational responsibilities will be carried out with the support of the Executive, which may be in the following areas:

- Be an active contributor to the planning of the Association including preparation of budgets, policies and annual plans and refocusing of strategic priorities, if necessary.
- Events as outlined in the annual plan.
- Media - Facebook, Instagram, posters, published materials and others.
- Merchandise - assist and oversee the design and ordering of Association merchandise.
- Personnel - assist in the recruitment of key personnel and ensure the Executive are an appropriate employer.

#### **Relationship Management**

- Develop and maintain collaborative relationships with key members of Lincoln University, students and student groups.
- Approval and coordination of any activities with Lincoln University and other external parties in collaboration with the Executive.
- Attend Te Awhioraki and affiliated club events during the year, some which may be outside normal business hours, in support of the Executive. The employment contract will be used to ensure objectives are being met.
- Ensure a Tumuaiki Tuarua Handover document is prepared to ensure a smooth transition period.
- 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 including but not limited to an annual report and reports to Council.
- Other reasonable duties, that are aligned to your skills and experience as required.

#### **Health and Safety**

- Take all practical steps to ensure their own and others health and safety at a governance level.

#### **Te Awhioraki Māori Students' Association**

Tumuaki Position Description: Updated August 2020

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### Position Description



- 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 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.*