

What is the ASA?

ASA is the Albany Students' Association and is a charitable incorporated society which is independent from the University. ASA's core business is to advocate for and represent students whilst they study at Massey University Auckland to give them the best University experience possible.

What is the ASEC?

The Albany Students' Association Executive Committee (ASEC) is the governing body for the Association. The ASA has an experienced and dedicated staff team who take care of the operational matters for the Association. Please note that the ASEC are an elected governance body and do not become employees of the Association.

Mission Statement

To foster and further as widely as possible, the educational, cultural, social and sporting life of the members of the Association, the University, and the Community at large.

Vision Statement

The executive vision statement is:

"To build a student community whose voice is valued and recognised in every aspect of university life."

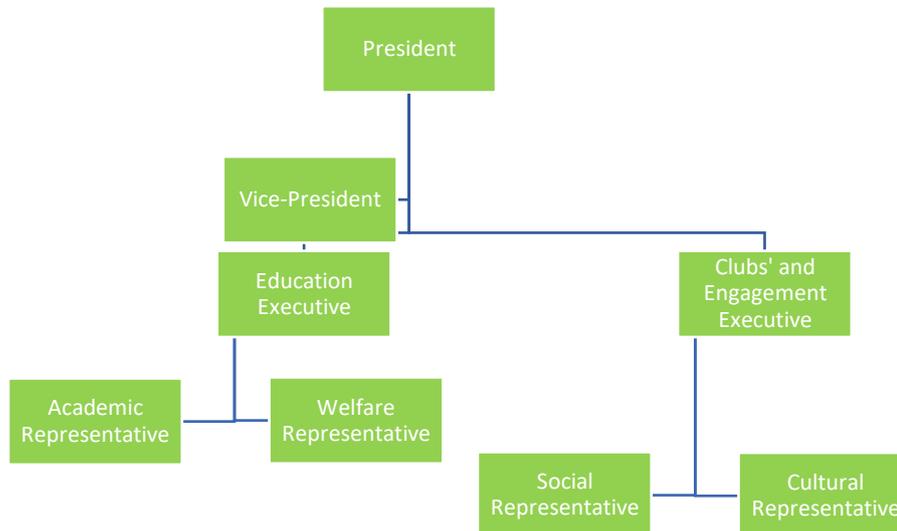
Agreement with Massey University

The Association has an agreement with the University that includes the following services:

1. Advocating on behalf of individual students and groups of students and providing independent support to resolve problems.
2. Financial support and advice – budgeting and hardship assistance
3. Supporting student clubs and societies, including through the provision of administrative support and facilities for clubs and societies.
4. Employment information – through a relationship with Student Job Search
5. Providing sports, recreation and cultural activities for students.

Whilst staff are employed to carry out much of the service delivery, ***Executive engagement with students to support these core deliverables are a crucial component of each role.***

Governance Structure



President: The President is responsible for overseeing and supervising the administration and effective running of the Association.

Vice-President: The Vice-President is responsible for ensuring that the ASA executive remain informed, keep to budget, go to meetings, update and develop policy which is representative of the needs and wants of the Auckland students.

Clubs and Engagement Executive: The Clubs' and Engagement Executive is responsible for promoting campus culture/student engagement by way of running events, working with clubs and supporting volunteering.

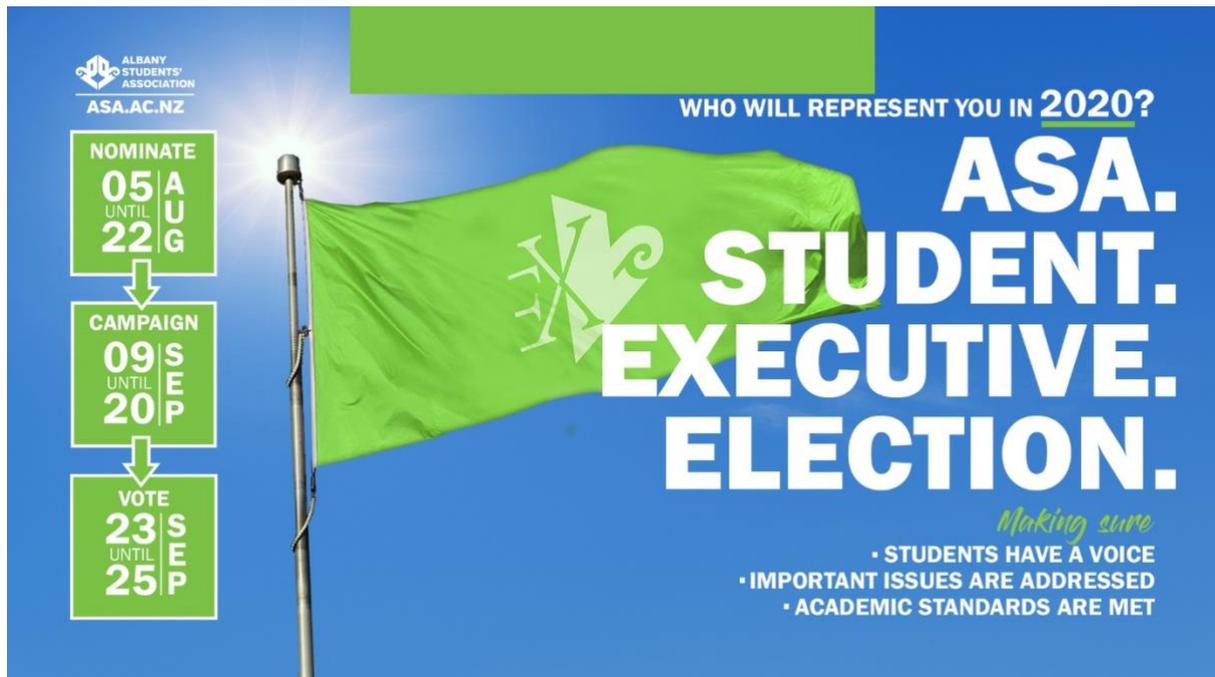
Education Executive: The Education Executive is responsible for promoting excellence in education at Massey Auckland.

Academic Representative: The Academic Representative reports to the Association's Education Executive, this role has the Class Advocate system as a primary focus.

Cultural Representative: The Cultural Representative engages and consults with the student body re matters that would enhance their student experience with an emphasis on cultural and spiritual activities and including all ethnic groups on campus.

Social Representative: The Social Representative works with and reports to the Association's Clubs' and Engagement Executive to provide student-led events enhancing the student experience.

Welfare Representative: The Welfare Representative's focus is on the health and well-being of students who are studying at the Massey Auckland campus. This role reports to the Education Executive.



ALBANY STUDENTS' ASSOCIATION
ASA.AC.NZ

WHO WILL REPRESENT YOU IN 2020?

**ASA.
STUDENT.
EXECUTIVE.
ELECTION.**

Making sure

- STUDENTS HAVE A VOICE
- IMPORTANT ISSUES ARE ADDRESSED
- ACADEMIC STANDARDS ARE MET

NOMINATE
05 AUG
UNTIL
22

CAMPAIGN
09 SEP
UNTIL
20

VOTE
23 SEP
UNTIL
25

Running for Election

You can run for more than one position but consider which role you could fulfil best as you cannot hold office for more than 1 position.

If you are considering one of the senior roles, we hope that you will have some knowledge of the Association, either as an experienced ASA executive member, through our Class Advocate programme, event volunteers or via affiliated clubs and their committees.

Due to the demands of these other roles, please do not submit a nomination to serve on the ASA Executive if you are planning to be Massey Guide or Residential Assistant.

Time Commitment

The term of office is officially 1st December 2019 – 30th November 2020 and you should be available for the complete term.

If standing for election to the executive, you should be able to commit (as a minimum):

President: 2.5 days a week over at least 40 weeks

Vice-President: 1.5 days a week over at least 40 weeks

Education Executive: 1 day a week over at least 40 weeks

Clubs' and Engagement Executive: 1 day a week over at least 40 weeks

Representative positions (Academic, Cultural, Social, Welfare): 1 day a week over at least 30 weeks

President

The President is responsible for overseeing and supervising the administration and effective running of the Association, taking a helicopter view of the Association. They chair all Executive committee meetings and are responsible for Executive matters in the absence of the Executive. They are an ex-officio member of all clubs and societies and a financial signatory of the Association. They co-ordinate the work of the Executive, act as media liaison, and represent the needs and wants of the members to all external bodies.

Some key tasks include:

1. Lead the executive team and work with the team to establish goals for the term of office and ensure adequate measures are in place for goals and that timelines are being adhered to
2. Have regular meetings with the general manager and advocacy coordinator
3. Have regular meetings with University hierarchy
4. Be the Association's representative on MUSAF (travel may be required)
5. Attend NZUSA and other external body meetings where appropriate (travel may be required)
6. Review grant applications and represent the Association on the Clubs, Societies and Cultural Groups committee
7. Chair all ASA executive meetings
8. Report regularly to the ASA executive committee
9. Meet regularly with the senior executive team members
10. Act as the media representative on behalf of the Association, including working with Massive and writing a column for each fortnightly issue.
11. Attend events and assist where necessary
12. Contribute to the Association's social media platforms
13. Be a bank signatory and authorise Association spending through the bank
14. Represent ASA for external and internal matters
15. Organise and deliver training for the current and new executives
16. Engage with the Association's social media platforms

Perks

1. Shared office in ASA and Association laptop for ASA business
2. Free food at executive meetings
3. ASA branded clothing to keep
4. Participating in fun team building activities
5. End of semester dinners with executive team
6. Honoraria up to \$17,000

Vice-President

The Vice-President is responsible for ensuring that the ASA executive remain informed, keep to budget, go to meetings, update and develop policy representative of the needs and wants of the Auckland students. They organise the Association's General Meetings and Association's Executive Elections, present the Budget to the students for ratification and advise on Constitutional matters as they arise. This information collection and dissemination role is crucial to the effective and efficient working of the Student Executive.

Some key tasks include:

1. Following schedule of regular review and update of Association policy & constitution document
2. Communicating regularly with the Association general manager
3. ASA Executive meetings: Set dates and times for ASEC meetings, collect items for the agenda, prepare, publicise, and circulate the agenda, record & distribute the minutes for the meetings
4. ASA Special General meeting and Annual General meeting; prepare agenda as per the ASA constitution, promote attendance of the general meetings to the membership, take and distribute minutes
5. Meet regularly with the senior executive team members
6. Monitor executive's team fulfilment of goals and manage as appropriate
7. Ensure executive have operational tools to fulfil their roles
8. Report regularly to the executive
9. Attend all events and assist where necessary
10. Take on role of president in the president's absence
11. Oversee elections for the new executive
12. Report to executive regarding financial situation for ASA
13. Engage with the Association's social media platforms

Perks

1. Shared office in ASA and Association laptop for ASA business
2. Free food at executive meetings
3. ASA branded clothing to keep
4. Participating in fun team building activities
5. End of semester dinners with executive team
6. Honoraria up to \$9,500

Clubs' and Engagement Executive

The Clubs' and Engagement Executive is responsible for promoting campus culture/student engagement by way of running events, working with clubs, supporting volunteering, securing ASA member deals for external events and working with the other ASA representatives to ensure there are social/entertainment opportunities for all demographics at Massey Albany. This role works closely with the Association's Campus Culture Coordinator on events such as orientation weeks, the annual ball and in-semester events. They are an ex-officio member of all clubs and societies.

Some key tasks include:

1. Engage and consult with the student body re activities that would enhance their student experience
2. Meet regularly with the senior executive team members
3. Hold regular meetings with the Social Team
4. Attend regular meetings with the Campus Culture Co-ordinator
5. Attend scheduled meetings with Massey's Campus Events team
6. Attend the University Sports and Recreation meeting
7. Keep in regular contact with Massey's Clubs' and Activities Co-ordinator
8. Review grant applications and represent the Association on the Clubs, Societies and Cultural Groups committee
9. Maintain relations with all clubs through their executive; meet with any club executives if support is required
10. Mentor the Association's social representatives
11. Promote the Association's volunteering program
12. Attend and assist at Association events
13. Attend all executive meetings
14. Report regularly to the executive
15. Engage with the Association's social media platforms

Perks

1. Shared office in ASA
2. Free food at executive meetings
3. ASA branded clothing to keep
4. Participating in fun team building activities
5. End of semester dinners with executive team
6. Ability to influence events held on campus
7. Honoraria up to \$6,500

Education Executive

The Education Executive is responsible for promoting excellence in education at Massey Auckland. They work closely with the Association's Advocacy Coordinator and champion the Class Advocate program; to ensure representation at course and college level.

Some key tasks include:

1. Engage and consult with the student body regarding academic and support issues that would enhance their student experience whilst studying
2. Support and assist with student recruitment to academic committees
3. Maintain a relationship with the ASA Advocacy Coordinator; for input to the role and to report academic issues
4. Actively promote the Association's Class Advocates programme
5. Actively promote student representation on academic committees
6. Attend Graduate Student Academic Committee (GSAC) meetings as appropriate
7. Assist with Association policy review
8. Review and provide feedback on University academic policies
9. Maintain good relationships with academics and faculties
10. Maintain a relationship with clubs, helping where appropriate
11. Meet regularly with the senior executive team members
12. Attend all executive meetings
13. Report regularly to the executive
14. Mentor the Association's Academic & Welfare Representatives
15. Engage with the Association's social media platforms

Perks

1. Shared office in ASA
2. Free food at executive meetings
3. ASA branded clothing to keep
4. Participating in fun team building activities
5. End of semester dinners with executive team
6. Honoraria up to \$6,500

Academic Representative

The Academic Representative works closely with and reports to the Association's Education Executive. Their focus is to engage with Class Advocates and the general student populace so that the Association is aware of any academic concerns and can advocate for change via appropriate channels.

Some key tasks include:

1. Engage and consult with the student body regarding academic and support issues that would enhance their student experience whilst studying
2. Maintain a relationship with the ASA Advocacy Coordinator; for input to the role and to report academic issues
3. Actively engage with Class Advocates and promote Class Advocate programme
4. Actively promote the Lecturer of the Year program which raises teaching excellence on campus
5. Attend Albany Academic Committee meetings as appropriate
6. Attend Graduate Student Academic Committee (GSAC) meetings as appropriate
7. Maintain good relationship with academic/faculty clubs, providing assistance where appropriate
8. Meet regularly with Education Executive
9. Attend all executive meetings
10. Report regularly to the Executive
11. Engage with the Association's social media platforms

Perks

1. Shared office in ASA
2. Free food at executive meetings
3. ASA branded clothing to keep
4. Participating in fun team building activities
5. End of semester dinners with executive team
6. Honoraria up to \$4,000

Cultural Representative

The Cultural Representative engages and consults with the student body re all matters that would enhance their student experience with an emphasis on cultural and spiritual activities and including all ethnic groups on campus. They will work closely with the Social and Welfare Representatives. The Cultural Representative reports to the Association's Clubs' and Engagement Executive.

Some key tasks include:

1. Engaging with and consulting with the student body regarding activities that would enhance their student experience in reference to cultural, spiritual and ethnic groups on campus
2. Work on issues of relevance to cultural, spiritual and ethnic groups on campus
3. Ensure that in other areas of work of the Executive and Association there is representation of cultural, spiritual and ethnic issues
4. Work with and facilitate cultural, spiritual and ethnic groups and clubs on campus
5. Contribute to Association policy review and updates concerning international students
6. Promote and facilitate student involvement in cultural activities on campus
7. Meet regularly with Clubs' and Engagement Executive
8. Attend all executive meetings
9. Report regularly to the Executive
10. Engage with the Association's social media platforms

Perks

1. Shared office in ASA
2. Free food at executive meetings
3. ASA branded clothing to keep
4. Participating in fun team building activities
5. End of semester dinners with executive team
6. Honoraria up to \$4,000

Social Representative

The Social Representative works closely with and reports to the Association's Clubs' and Engagement Executive. They work alongside the Association's Campus Culture Coordinator to provide student-led events to ensure students on campus get the best social experience possible to complement their course of study. The Social Representative will support the Association's volunteer network and maintain contact with club committees.

Some key tasks include:

1. Engage and consult with the student body re activities that would enhance their student experience
2. Attend regular meetings with the Campus Culture Co-ordinator
3. Maintain relations with at least 4 clubs through their committee members; meet with any club committees if support is required
4. Promote the Association's volunteering program
5. Promote, attend and assist at Association events
6. Attend regular Social Team meetings
7. Attend all executive meetings
8. Report regularly to the executive
9. Attend the University Sports and Recreation meeting
10. Engage with the Association's social media platforms

Perks

1. Shared office in ASA
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4. Participating in fun team building activities
5. End of semester dinners with executive team
6. Ability to influence events held on campus
7. Honoraria up to \$4,000

Welfare Representative

The Welfare Representative's focus is on the health and well-being of students who are studying at the Massey Auckland campus. They will work closely with the Association's Advocacy Coordinator and represent the Association at the University Health and Safety committee and at other relevant forums.

Some key tasks include:

1. Engage and consult with the student body regarding welfare and support issues that would enhance their student experience whilst studying
2. Maintain a relationship with the ASA Advocacy Coordinator; for input to the role and to report welfare issues
3. Maintain a relationship with Massey's Health and Counselling service and Health and Safety advisor
4. Attend Campus Health and Safety meetings
5. Promote and support diversity on campus
6. Maintain relationships with clubs on campus that support diversity
7. Meet regularly with the Education Executive
8. Attend all executive meetings
9. Meet as necessary with the Advocacy Co-ordinator and Advocacy Assistant
10. Reports regularly to the Executive
11. Engage with the Association's social media platforms

Perks

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4. Participating in fun team building activities
5. End of semester dinners with executive team
6. Honoraria up to \$4,000

Nomination Forms

Each nominee must complete a nomination form and is required to obtain the support of at least 10 ASA members who have signed up for membership on the ASA website. Students may sign up in order to nominate a candidate. It is recommended that you get all 15 lines on the nomination form filled up just in case any of your nominators has not signed up for membership.

Both you and the students nominating you must be current Massey Albany internal students and ASA members. If you do not have 10 ASA members nominating you, your nomination is invalid.

Students will not be able to vote for you unless they have signed up as members to the ASA.

Nomination forms must be handed in at ASA reception in the student lounge or emailed to office@asa.ac.nz. Nomination forms received in person or by email after the cut-off time/date will not be accepted.

ASA Executive Committee meeting attendance

It is a requirement that all candidates standing for election attend part 1 of an ASEC meeting prior to the election. The dates for these will be on the ASA website.

Campaign code of conduct meeting

It is compulsory that all candidates standing for election attend the Campaign Code of Conduct Meeting and that they sign the Campaign Code of Conduct form. Further details regarding campaigning will be provided at this meeting.

Other key reading

The other documents that you need to read are:

- ASA Election Policy
- ASA Executive Campaign Code of Conduct
- ASA Constitution