

## 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 empower students, by supporting the academic, cultural and social life of the members of the Association, students of the Albany campus, and the community at large.

## Vision Statement

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

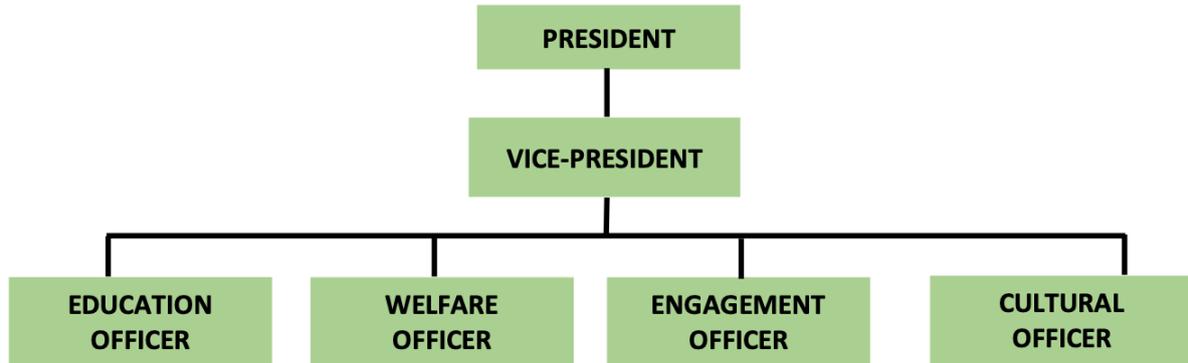
## Agreement with Massey University

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 the overall leadership of the Association. They are responsible for engagement with external bodies such as the University, other student associations and organisations. The President is the external voice for the members of the Association.

**Vice-President:** The Vice President oversees the administration and the effective running of the executive team and is responsible for internal relationships. They organise Association meetings and are responsible for ensuring Association policy is representative of the needs of Massey students. They also shadow the President.

**Cultural Officer:** The Cultural Officer is responsible for engaging with the student body with emphasis on developing inclusive multi-cultural and spiritual activities on campus. They also have a focus on how to enhance the university experience for international students.

**Engagement Officer:** The Engagement Officer is responsible for promoting campus culture and engagement to enhance the students experience through the Associations class advocates programme, events, club networks and volunteering.

**Education Officer:** The Education Executive is responsible for promoting excellence in education at Massey Auckland including championing the class advocates programme, working alongside education services, and providing feedback to national educational boards.

**Welfare Officer:** The Welfare Officer focuses on the health and well-being of students. They encourage diversity, promote awareness around social issues, and ensure services are in place that further improve the well-being of the student body.

## 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 the president or vice-president role, 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 1<sup>st</sup> December 2020 – 30<sup>th</sup> November 2021 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:** 30 hours per week
- **Vice-President:** 12 hours per week
- **Officer roles:** 8 hours per week

## Duties: All governance roles

The ASEC are collectively responsible for the governance of the association. The following applies to everyone who is elected to the committee.

1. Be responsible for ensuring that the Association's Constitution and Regulations are upheld.
2. Be active members of Committees to which they are appointed.
3. Be responsible for representing the Association and the interests of students
4. Fulfil the requirements of their ASEC position (see below)
5. Ensure effective communication lines are maintained between all ASEC members
6. Ensure there is adequate liaison with the members concerning their activities.
7. Undertake training and other such duties as prescribed by the ASEC.
8. Ensure the training of successors to their individual portfolios, such training to commence as soon possible after the new ASEC has been elected.
9. Report at each ASEC meeting on matters that have arisen of interest to the Association and of matters dealt with by the ASEC.
10. Complete any other task or responsibility that may be delegated to you.
11. Attend all ASEC meetings.
12. Attend and assist at all Association events and engage with Association social media.

## Duties: President

The President is responsible for the overall leadership of the Association taking a helicopter view of the Association. They are responsible for engagement with external bodies such as the University, other student associations and organisations. 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. Meet with the Vice-President regularly
5. Meet with each ASEC officer monthly
6. Be the Association's representative on MUSAF (travel may be required)
7. Attend NZUSA and other external body meetings where appropriate (travel may be required)
8. Review grant applications and represent the Association on the Clubs, Societies and Cultural Groups committee
9. Chair all ASA executive meetings
10. Report regularly to the ASA executive committee
11. Meet regularly with the senior executive team members
12. Act as the media representative on behalf of the Association, including working with Massive and writing a column for each fortnightly issue.
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

### **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 \$26,500

## Vice-President

The Vice-President is responsible for the internal administration of the Association. They ensure that the ASA executive remain informed, keep to budget, go to meetings, update, and develop policy representative of the needs and wants of Auckland students. They organise the Association's meetings and 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 Association president
6. Meet fortnightly with each officer and monitor fulfilment of goals and manage as appropriate
7. Ensure executive have operational tools to fulfil their roles
8. Report regularly to the executive
9. Take on role of president in the president's absence
10. Oversee elections for the new executive
11. Report to executive regarding financial situation for ASA

### **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 \$10,500

## Cultural Officer

The Cultural Officer is responsible for engaging with the student body with emphasis on developing inclusive multi-cultural and spiritual activities on campus. They also have a focus on how to enhance the university experience for international students.

Some key tasks include:

1. Engaging with and consulting with the student body regarding activities that would enhance their student experience with relevance to cultural, spiritual, and ethnic groups on campus
2. Meet with the President monthly and Vice-President fortnightly
3. Work on issues of relevance to cultural, spiritual, and ethnic groups on campus
4. Ensure that in other areas of work of the Executive and Association there is representation of cultural, spiritual, and ethnic issues
5. Work with and facilitate cultural, spiritual, and ethnic groups and clubs on campus
6. Promote student involvement in cultural activities on campus
7. Engage and consult with the international student cohort

### **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 \$7,000

## 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. They work alongside education services, and provide feedback to national educational boards.

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. Meet with the President monthly and Vice-President fortnightly
3. Support and assist with student recruitment to academic committees
4. Maintain a relationship with the ASA Advocacy Coordinator; for input to the role and to report academic issues
5. Actively promote the Association's Class Advocates programme
6. Actively promote student representation on academic committees
7. Review and provide feedback on University academic policies
8. Maintain good relationships with academics and faculties
9. Maintain a relationship with clubs, helping where appropriate

### **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 \$7,000

## Engagement Officer

The Engagement Officer is responsible for promoting campus culture/student engagement by way of events, the club network, class advocate program and support of volunteering. The role works closely with the Association's Campus Culture Coordinator. 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 with the President monthly and Vice-President fortnightly
3. Attend regular meetings with the Campus Culture Co-ordinator
4. Attend the University Sports and Recreation meeting
5. Keep in regular contact with Massey's Clubs' and Activities Co-ordinator
6. Review grant applications and represent the Association on the Clubs, Societies and Cultural Groups committee
7. Maintain relations with all clubs through their executive; meet with any club executives if support is required
8. Promote the Association's volunteering program

### **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 \$7,000

## 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 encourage diversity, promote awareness around social issues, and ensure services are in place that further improve the well-being of the student body. They will work closely with the Association's Advocacy Coordinator and represent the Association at the University Health and Safety committee, Health and Counselling board 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. Meet with the President monthly and Vice-President fortnightly
3. Maintain a relationship with the ASA Advocacy Coordinator; for input to the role and to report welfare issues
4. Maintain a relationship with Massey's Health and Counselling service and Health and Safety advisor
5. Attend Campus Health and Safety meetings
6. Promote and support diversity on campus
7. Maintain relationships with clubs on campus that support diversity

### **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 \$7,000

## 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 to nominate a candidate. It is recommended that you get all 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 [gm@asa.ac.nz](mailto:gm@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. The meeting will be held at 10am on Friday 28<sup>th</sup> August in the student lounge.

## Other key reading

The other documents that you need to read are:

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