Lincoln University Students' Association
Vice-President
Position Description

Last Updated: June 2018
Job Title: Vice-President
Reports To: Lincoln University Students Through the President

Organisational Purpose and Background

To enhance Lincoln University from within to influence generations of graduates.

LUSA is the Lincoln University Students' Association and represents the common and collective concerns of students at Lincoln University. LUSA was established in 1919, it is made up of a democratically elected Executive of students, and staff. The Executive typically changes every year with a typical term being 1 December to 30 November.

The Executive is the voice of Lincoln University students and monitor and review the general direction and objectives of the Association, and the Staff working in LUSA put this into action by implementing a variety of student focused initiatives. LUSA provides a voice for Lincoln students; they are independent from Lincoln University and focus on looking after the best outcomes of students whilst working in partnership with Lincoln University to ensure they do the same.

Position Purpose Statement

The Vice-President is the primary aid to the President. They may be delegated tasks or responsibilities from the President. They also assist in the coordination and support of the Executive. Like other Executive Members, the Vice-President 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 Vice-President is employed as a contractor with a total remuneration package of $4,550 per annum (pursuant the Executive Remuneration Policy). The Postgraduate Representative's term is normally 1 December to 30 November of each year. The period of remuneration is determined by the President-elect and Association Manager in consultation with the incoming Executive, but will be no less than 28 weeks.

The payments will occur in accordance with the Executive Remuneration Policy. In summary 50% of the total remuneration shall be paid as a base rate irrespective of performance. The remainder of the total remuneration will be paid on the basis of performance against the expectations provided around portfolios and their roles on the Executive. Performance expectations will be defined before the commencement of the Executive's term. This will be determined by the President and Association Manager in accordance with the relevant 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

LUSA 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 Student Job Search and NZUSA.

Qualifications And Experience Required For The Role

- Enrolled as a student of Lincoln University at the time of election
- Knowledge and understanding of LUSA, namely its services, committees and the Constitution
- Friendly and approachable with excellent communication and interpersonal skills
- 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 a acting in the best interest of students
- 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 LUSA
- 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, in collaboration with the Association Manager as required
- Attend all LUSA Executive Committee meetings and any committees as appointed to by the LUSA Executive
- To represent the LUSA as Acting President in accordance with the LUSA Constitution when the elected representative is unable to do so

LUSA Executive

Support the President in the coordination of the LUSA Executive.

- Can attend any President hand over days at his/her own cost and will be provided the President hand over manual.
- Will be supplied with President hand over document
- Supervise and provide support to the Executive to achieve their duties and responsibilities
- Ensure appropriate presence and attendance by the Executive at LUSA Events in consultation with the Association Manager
- Initiate and implement campaigns that will promote either the student viewpoint, or be of benefit to students in collaboration with all LUSA associates
- Complete projects and tasks delegated by the President from time to time in a reasonable timeframe Portfolio

Responsible for promoting and encouraging activities within the assigned portfolio to benefit all students

- Establish goals and objectives at the beginning of the portfolio term in conjunction with the President and the Association Manager and work to achieve those goals
- Regularly update the President regarding the progress made towards achieving the goals set at the beginning of the portfolio term
- Ensure LUSA is engaging with and providing services for students

Representation

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

- To be involved in and advise the President on key issues relevant to LUSA
- Attend and report on committees, working-groups and boards in place of the President as required
- Chair LUSA internal feedback fora
- 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 LUSA and affiliated club events during the year, some which may be outside normal business hours, in support of LUSA staff and the Executive
- Develop and maintain collaborative relationships with key members of Lincoln University, students and groups
- Train the Vice-President-Elect, as well as updating the Handover document to ensure a smooth transition period. Take part in marketing activities that promote LUSA and/or its services
- Comply with all legal and LUSA 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

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 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. LUSA 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.