

JOB DESCRIPTION – SCHOOL REPRESENTATIVES

Position: School representative – Student Voice

Reports to: MIT Student Voice Coordinator and the MIT Student Council

Duration of term: 1st March to 31st December 2021

*Note: The school representative role is a voluntary position.

Purpose of position:

To liaise with the students in your School, keeping the Student Council informed of their perspectives and relevant issues.

Principal Accountabilities:

To adhere to and act in accordance with the MIT student regulations and MIT Policies and Procedures.

- Your primary responsibility as a School Representative is to represent all students at MIT, and in particular all students of your School at MIT.
- Facilitate communication of School issues between students and MIT staff
- To familiarise yourself the services that MIT provides.
- Attend all Student Voice meetings (generally bi-monthly) and any other meetings of committees that you sit on.
- Ensure that you are fully informed with the proceedings of any meeting that you are attending. Inform the Student Voice Coordinator a minimum of 12 hours in advance if you are unable to attend a meeting.
- Monitor the situation of all students in your School with regards to any issues within MIT, and make recommendations for action to the Student Council as necessary.
- Work in conjunction with the MIT Events Coordinator to help organise at least one event per semester that caters to the needs of students in your School at MIT.
- Assist wherever possible at official MIT activities.
- Represent students at any committees that deal predominantly with student issues in your School, in particular School Board.
- Present four reports per year to the Student Council outlining the current situation for students in your School at MIT, your work, progress, initiatives, achievement and recommendations to the Student Representative Council.
- Maintain regular contact with the Student Council with regards to any issues relating to your School.

YOU CAN EXPECT:

- The support and advice of MIT staff and MIT student council
- Leadership training and development
- To be able to bring any questions regarding the actions of staff to the attention of the Chairperson and have any such questions dealt with adequately via appropriate channels.
- To be consulted on issues affecting or likely to affect students at MIT.
- You may have the opportunity to travel to conferences within New Zealand related to your School portfolio.