

JOB DESCRIPTION

Position: Student Council

Reports to: Accountable to students via the Student Council and MIT Student Voice Coordinator

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

Note: The role of a student council member is a voluntary position that is remunerated through a performance-based honoraria payment. The role requires a commitment of a minimum of two hours per week.

Purpose of position:

To represent MIT Students at the highest level of decision-making; through membership on national, regional and MIT committees and working groups. To maintain relations with MIT leadership, government and community organisations to effectively advocate for the rights, needs and aspirations of MIT Students.

Principal Accountabilities:

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

- Your primary responsibility as a Student Council member is to represent all students at MIT, and in particular, those in your portfolio.
- To liaise with the students, keeping the Student Council informed of their perspectives and relevant issues.
- Facilitate communication of your portfolio issues between students and the MIT staff
- To familiarise yourself with the services available at MIT and ensure you are referring students to the appropriate services where needed.
- Attend all Student Council meetings (generally bi-monthly) and any other meetings of committees that you sit on.
- Be fully informed with matters of importance before the Student Council and to read all relevant papers before meetings.
- Ensure that you are fully informed with the proceedings of any meeting that you are unable to attend. Inform the President or Vice President a minimum of 12 hours in advance if you are unable to attend a meeting.
- Monitor the situation of all students in your portfolio with regards to any issues within MIT, and make recommendations for action to the Student Council as necessary.
- Assist wherever possible at official MIT activities.
- Aid the President and Student Council members wherever needed.
- Represent students at any committees that deal predominantly with student issues in your portfolio.
- Be available for at least two hours for general Student Council duties each week, an hour of which is allocated to meet with students in relation to your portfolio.
- Present four reports per year to the Student Representative Council outlining the current situation for students in your portfolio at MIT, your work, progress, initiatives, achievement and recommendations to the Student Representative Council.

- Maintain regular contact with the Student Voice Coordinator with regards to any issues relating to your portfolio.

YOU CAN EXPECT:

- Leadership Training and development
- The support and guidance from MIT student council and MIT staff
- To be allowed to question the actions of the President and Vice President and other Student Council members.
- To be able to bring any questions regarding the actions of staff to the attention of the President and have any such questions dealt with adequately via appropriate channels.
- To be paid performance based honoraria payments of up to \$1200 annually to MIT student experience and success.
- 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 portfolio.