



Lincoln University Students' Association

## President Position Description

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<b>Last Updated:</b>	March 2022
<b>Job Title:</b>	President
<b>Reports To:</b>	Lincoln University Students through the LUSA Executive

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### 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 President is responsible for representing Lincoln University students on all matters that impact their University experiences. Accordingly they provide leadership to the Lincoln University Students' Association and its Executive, and by extension the Lincoln University Student Body. The President is responsible for attending to and reporting to the Executive on all matters relating to academia and student experience at Lincoln University. The President is subsequently appointed as the Student Representative on the Lincoln University Council for this purpose.

The President is the Chair of the LUSA Executive and Advisory Panel, and is subsequently responsible for ensuring there is good and effective governance of the Association.

### Term and Remuneration

The President is employed by a fixed term contract with an honorarium pursuant to the Executive Remuneration Policy. The term of the agreement is normally 1 December to 30 November of each year. The total remuneration package includes any and all fees received from Lincoln University Council, after which LUSA is responsible for paying the remainder.

LUSA will provide a laptop and office phone, as determined by the General Manager.

After election and prior to December 1 of the following year, the President-elect may be paid for up to three weeks as part of a formal transition period.

The President may take up to four weeks leave during their term without any deductions to the honorarium. There is no entitlement for any un-used leave balance to be paid out at the end of the term or 12-month period.

It is expected that the President works on average 40 hours a week to receive the full honorarium.

## Relationships

LUSA Staff and Executive; Lincoln University Students, Te Awhioraki President and Executive, Council, Senior Management and Staff; Other Students' Associations; Contractors, Suppliers and Advertisers; Other Education and Community Agencies; Media; and National Organisations such as Student Job Search (SJS) and the New Zealand Union of Students' Associations (NZUSA).

## Qualifications and Experience Required for the Role

- Enrolled as a student of Lincoln University at the time of election, ideally for more than one year.
- Knowledge and understanding of LUSA, namely its services committees and the Constitution.
- Eligible to work in New Zealand for 40 hours per week.
- Excellent communication and interpersonal skills.
- Experience in leadership positions or representative or governing committees is desirable.
- Ability to conduct themselves in a positive and professional manner at all times.
- Committed to and confident in acting in the best interest of students.
- Organisational, delegation and supervisory skills.
- Ability to inspire and work alongside a diverse and committed team.
- 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.
- An understanding of Te Tiriti.

## Key Responsibilities and Outputs

### Governance

Responsible for maintaining a high level of governance within the Association.

- Monitoring and reviewing the strategic plan, annual plan, budget and policies.
- Ensure the Executive are acting as a fair and reasonable employer of the General Manager.
- Ensure LUSA is operating in accordance with its Constitution and undertake any action required to maintain compliance, in collaboration with the General Manager as required.
- Attend and Chair all LUSA Executive Committee meetings and any committees as appointed to by LUSA.
- Submit work reports as per the relevant LUSA policy.

### LUSA Executive

Responsible for coordination and managing the LUSA Executive.

- Supervise and provide support to the Executive to achieve their duties and responsibilities.
- Ensure Executive Members carryout their duties and responsibilities to the required standards.
- Promptly address other issues that may affect their role with the support of the General Manager.
- Initiate and implement campaigns that will promote either the student viewpoint, or be of benefit to students in collaboration with all LUSA associates.
- Attending to and reporting to the Executive on matters related to academia and student experience at Lincoln University.
- Responsible for democratic and effective Executive elections including by-elections.

## **Representation**

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

- To be involved in and advise the General Manager on key issues relevant to LUSA.
- Attend and report on committees, working groups, and Boards that the President be appointed to from time-to-time to represent Lincoln University students.
- Meet with Executive Members prior to their respective committee meetings to provide advice and support.
- Actively seek and monitor a range of student perspectives on range of issues.
- Ensure feedback is captured and effectively reported through the appropriate fora.
- Support the Student Advice service with advocacy cases, as required.

## **Operational**

The General Manager is responsible for all of LUSA's operations. The President must actively support and collaborate with the General Manager as required. This may be in the following areas:

- Be an active contributor to the planning of the Association including preparation of budgets, policies and annual plans and refocusing of strategic priorities, if necessary.
- Events as outlined in the annual plan.
- Student Advice and Support service including the Student Rep system, individual cases, hardship fund and wellbeing initiatives.
- Media—RAM magazine, student diary, wall planner, posters and publications.
- Personnel - assist in the recruitment of key personnel and ensure the Executive are an appropriate employer to the General Manager and all staff.

## **Relationship Management**

Responsible for managing and coordinating key relationships of the Association including Lincoln University, national bodies, and other student organisations.

- Develop and maintain collaborative relationships with key members of Lincoln University, students and student groups.
- Approval and coordination of any activities with Lincoln University and other external parties in collaboration with the General Manager.
- Meet regularly with Te Awhioraki in accordance with the Memorandum of Understanding.

## **Administrative and Other Tasks**

Undertake some administrative tasks, including reception duties, such as sales and cash handling.

- Act as the official media liaison and spokesperson for LUSA.
- 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 the employment contract and will be used to ensure objectives are being met.
- Train the President-Elect, as well as ensuing the President 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.
- Authorise expenditure from the Association bank account.
- Prepare any reports as required including but not limited to an annual report and reports to Council.
- 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.*