



Lincoln University Students' Association

Secretary Position Description

Last Updated:	August 2021
Job Title:	Secretary
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 Secretary is responsible for ensuring that all minutes and Association documentation is up to date and accessible to members. They work to ensure that LUSA remains efficient and accountable, through regular reporting and strong policy. Like other Executive Members, the Secretary 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. Key roles include:

- Sitting on the Student Experience Tea
- Reviewing the constitution and policy
- Sitting on the NZUSA Policy Committee
- Sitting on a Faculty Teaching Committee

Term and Remuneration

The Secretary is employed as a contractor with a total remuneration package of \$5,000 per annum (pursuant the Executive Remuneration Policy). The Secretary's term is normally 1 December to 30 November of each year. The period of remuneration is determined by the President-elect and General 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 upon consultation with the Vice-President and General 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 and 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, verbal and written communication and interpersonal skills
- Computer skills including reasonable proficiency with Microsoft Office
- 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 acting in the best interest of students
- Diligent and proactive with excellent time management skills to prioritise, multi task and work under pressure
- 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, and budget
- Reviewing all policies and maintain a review schedule
- 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

LUSA Executive

Responsible for ensuring accurate records are kept during the Executive's term.

- Prepare agendas and minutes for the Executive Committee, General Meetings, committees and ad-hoc meetings, as required by the President.
- Ensure all meeting minutes are made available on the LUSA website once ratified.
- Coordinate any reporting as required by the President.

Official Documentation

Responsible for maintaining, updating and creating new official LUSA documentation

- Maintain, update and create new LUSA Policies, and other official LUSA documentation
- Work with any partners of LUSA on any official documentation work

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 as required by the President.
- 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 the LUSA Staff and Executive.
- Develop and maintain collaborative relationships with key members of Lincoln University, students and student groups.
- Train the incoming Secretary, 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.