

1 November 2011

Dear all,

Notice is given of the elections for the positions of:

- NZUSA President
- National Women's Rights Officer

The job description of the NZUSA President and the National Women's Rights Officer is attached. Please note that the position of National Women's Rights Officer will no longer be a 20 hour paid position, but that they may receive an honorarium.

Applications must be received by no later than **4 pm on Tuesday, 15 November 2011**. The postal address is PO Box 10-246, Wellington and the fax number is 04 472 2291. All applications should be addressed to Hayden Wilson. Applications can be sent to hayden.wilson@kensingtonswan.com.

The election will be held during in central Wellington at 4pm on 30 November 2011

Candidates should circulate a CV to all NZUSA member students' associations before that date. There will be an opportunity for candidates to briefly address members during the election plenary and answer questions.



POSITION DESCRIPTION

Position:	President
Location:	Wellington
Reports to:	The board, NZUSA and members, NZUSA
Terms:	Fulltime, for 1 year.

Key responsibilities

Strategic leadership

- Provide leadership in developing NZUSA'S vision/mission, goals and strategic plan and future directions.
- Identify priorities for change
- As part of the board translate NZUSA goals into clear objectives
- Communicate NZUSA's goals, objectives plans to others both internal and external to NZUSA
- Lead informed debate in respect of issues relating to Tertiary education.
- Develop strong working relationships with the NZUSA vice-presidents and other officers
- Develop a strong working relationship with the executive director and other staff
- Provide leadership to the executive director on board priorities and NZUSA objectives strategies, research priorities and plans.

Governance

- Chair and manage board meetings
- Work with the executive director to develop board agendas
- Involve board members in meeting discussion and decision making
- Ensure board debate and discussion is focussed on the issues at hand, the agenda is followed with clear resolutions or action
- Chair and manage NZUSA Congress and any special meetings and workshops as appropriate.

- Provide support for other board members and Students' Association participants.
- Prepare papers for specific issues and discussions.
- Act as team leader for the board.
- Provide direction to other board members on key issues.

Advocacy and representation

- Advocate for, represent and promote NZUSA at local, national and international levels
- Act as the key media spokesperson for NZUSA and students
- Lead and participate in campaigns and other NZUSA activities
- Advocate for and represent NZUSA in meetings with ministers, Members of parliament and other parliamentary staff, meetings with NGOs, sector groups, select committees, visits to schools, other student organisations
- Maintain an understanding of tertiary education policy
- Prepare plans and campaign materials
- Attend and represent NZUSA's interests on relevant standing committees and boards
- Represent NZUSA policy and views to authorities, media and other public forums etc.
- Assist in the preparation of press releases and other media information
- Engage with Students' Association leaders and others to develop support for NZUSA's policies and activities

Support NZUSA member organisations

- Visit Students' Associations regularly
- Respond to requests to attend Students' Association activities and functions.
- Communicate with Students' Association presidents regularly by telephone and email

Staff and resource management

- Act on behalf of the board in employment matters relating to the executive director
- Participate in meetings of the Finance Sub committee
- Maintain a clear understanding of NZUSA's finances, budgets and risks

Treaty of Waitangi

- Operate in a manner that reflects a commitment to the principles of the Treaty of Waitangi

Job Description

Position Title:	National Women's Rights Officer
Position Hours:	10 hours per week
Reports To:	Female exec members of NZUSA constituent members
Main Relationships:	Women's Rights officers of NZUSA Tertiary Women's Focus Group Women Student Networks Federation Officers (President and Vices) The NZUSA Board NZUSA Research Officer Te Mana Akonga (TMA)
Secondary Relationships:	Constituent Associations of NZUSA Non government women's organisations Government (Womens' Affairs, Ministry of Education)

Objectives:

- To represent the interests of women students both in NZUSA and externally.
- Spokeswoman on issues relating to women students and women in society.
- To resource and support the representatives of women students in NZUSA constituent associations.
- To promote feminist principles with NZUSA
- To lobby and campaign as directed by TWFG

Key Tasks:

- Lobby government and other relevant organisations on issues concerning women students.
- Liaise with media on issues relating to women, including issuing media releases.
- Ensure NZUSA research include gender analysis and be involved in the reporting of findings.
- Support and Training of Women's Rights Officers and other NZUSA constituent members.
- Provide information and resources for Women's Rights officers and women's groups.
- Co-ordinate and produce resources for national women' campaigns, planned in conjunction with TWFG (including Thursdays' in Black, Body Image campaign, Childcare, EEO, Women and User Pays Campaign and others as determined by TWFG.)
- Convene TWFG and Women's Conference's
- Facilitate networking and information sharing between women students, their representatives and community and/or government organisations working for women.
- Work to advance the interests of women in NZUSA
- Maintain and distribute records on the herstory of women in NZUSA.