



Admin Officer Job Description

All Executive members shall:

- Be responsible for the shared governorship, long-term thinking and strategic leadership of the Association
- Submit monthly reports to the Executive, highlighting the work that has been done in the role and how it works towards achieving the strategic direction of the Association
- Submit weekly timesheets to the Admin Officer
- Maintain regular and timely communication including email and phone messages
- Provide a written and verbal handover for incoming Executive members who are taking up that portfolio
- Attend significant MUSA Events including but not limited to AGM, SGM's, and Club Councils
- Maintain regular involvement with MUSA volunteering and events
- Contribute towards the Annual Report
- Represent students on local, regional and national issues

Restrictions:

- No role may be held by an individual for more than two years
- An individual is only allowed to run for Executive if they are an Internal student on the Palmerston North campus on the year of their nomination
- Students may be barred from running for future Executives if they or their actions are deemed by the Executive to be against the objects of MUSA

Documents Relevant to the MUSA Executive

- MUSA Constitution
- MUSA Board Charter
- MUSA Policy
- MUSA Strategic Plan
- MUSA Annual Reports
- MUSA Executive Timesheets
- MUSA Executive Reports

Exec Admin

Commitment:

- Receives an honorarium of \$4,290 pa paid fortnightly upon submission of a satisfactory timesheet and monthly work report, which is signed off by the president or delegated individual and approved by the executive at governance meetings against the job description.
- Work hours are flexible but are expected to work a minimum of 5 hours a week if all responsibilities' can be met during that time. At times more commitment will be required.

Key responsibilities

- Prepare the Agenda and supporting material for all Executive and General Meetings.
- Record and circulate accurate minutes of all Executive and General Meetings.
- Manage meetings dates and circulate this with students and student media.
- Monitor the Association's financial performance against the budget and conduct a budget review every quarter in conjunction with the MUSA Accountant.
- Meet monthly with the General Manager and MUSA Accountant to review monthly accounts, expenditure and anticipated variances.
- Present MUSA Accounts in conjunction with the MUSA Accounts Administrator at General Meetings.
- Organise the Executive's year photo and see it be printed and framed with others.
- As an Executive Officer, ensure compliance with the Association's legal responsibilities.
- Notify Students of General Meetings and any Constitutional changes according to the Constitution
- Ensure that all MUSA policies are reviewed by their review dates.
- Assist the President by performing such special tasks/projects as may be delegated at the President's discretion.
- Organise and run at least one event per semester.
- Maintain a working knowledge and strong understanding of MUSA policies, procedures, and key documents (i.e the Constitution, Board Charter, etc).

Key Relationships

- MUSA President
- MUSA Executive
- MUSA GM
- MUSA Accountant