



Equity 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
- The Executive are required to 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 Reports

Equities

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

- Maintain a strong working relationship with relevant student groups including UniQ, Manawatahi, MUPSA, and IPGMS, maintaining monthly contact.
- Maintain a strong working relationship with relevant equities related community organisations and initiatives.
- Create a good working relationship with the AVC Maori, Pasifika & International.
- Maintain involvement with the local Thursdays in Black Working Group.
- Work towards the elimination of all forms of discrimination (racial, age, gender) on campus working closely with NZUSA and the MUSA advocate to promote Thursdays in Black (TIB) on Palmerston North campus.
- Maintain positive relationships with other Students' Associations with relation to equity issues.
- Maintain positive relationships with community stakeholders and partners, (i.e Transcend, MALGRA).
- Advocate for students to the University about equity related issues.
- Coordinate MUSA's submissions to the University and external bodies on equity issues.
- As an Executive Officer, ensure compliance with the Association's legal responsibilities.
- Assist the President by performing such special tasks/projects as may be delegated at the President's discretion.
- Organise and run at least one equities related one event per semester
- Maintain knowledge and understanding of equity issues including but not limited to Te Tiriti o Waitangi, Sexual Violence, equity issues.

Key Relationships

- MUSA President
- MUSA Executive
- MUSA Advocates
- NZUSA NWRO
- Equities related student groups including Manawatahi, MUPSA, UniQ, IPGMS
- Equities related community stakeholders and partners (i.e Transcend, MALGRA).