



President's Job Description

All Executive members shall:

- Be responsible for the shared governorship, long-term thinking and strategic leadership of the Association
- Submit monthly work 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 monthly 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
- Maintain regular involvement with MUSA volunteering and events
- Attend Club Council Meetings
- 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

President

Role Specifications:

- Receives an honorarium of \$34,320pa paid fortnightly upon submission of a satisfactory timesheet and monthly work report which will be approved by the MUSA Executive at governance meetings against the job description.
- Must work 40 hours per week, hours flexible from day to day work

Key responsibilities

- Official Spokesperson for the Association
- Responsible for communication with MUSA members and wider community
- Coordinate and oversee all of the Association's external interactions
- Maintain relationships with the members of MUSAF and with the Association of Students @ UCOL (AS@U), International Pacific University Student Council (IPUSC), Te Wananga o Aotearoa
- Be a MUSA representative on all relevant boards and committees
- Produce and manage the collation of the MUSA Annual Report
- Chair all MUSA meetings including Executive meetings and General meetings. This includes ensuring standing orders are observed, and that the Exec Admin prepares and circulates the Agenda and any supporting material
- Deliver regular, professional and adequate communication with the Executive
- Maintain good working relationships with all MUSA Executive and staff and meet with them on a regular basis
- Work with MASSIVE Magazine and Radio Control as appropriate
- Have regular meetings with representatives from Manawatahi
- Appraise, supervise, manage and employ the General Manager on behalf of the Executive
- Review the performance of the General Manager annually
- Guide and encourage the Executive on all Strategic Planning
- Lead the Executive and Staff in Strategic Planning for the Association. This should include the development of:
 - Short term plan
 - Long term plan
 - Twelve month action plan
 - Five year action plan
 - Twelve month external funding calendar
- Submit a written President's report each month
- Coordinate the activities of Executive members and monitor each member's performance, including playing a major role in the development of objectives and performance targets
- Ensure compliance with all the Association's legal and constitutional responsibilities
- Maintain and update the Constitution, Policy documents and other governance, management and legal documents
- Ensure all Association actions are in compliance with the Constitution, Policy Statements, Executive Regulations, Budgetary Allocations and Delegated Authority
- Maintain good working relationships with all University staff and relevant external parties
- Responsible for authorising major Executive expenditure

- Be available to individual students or groups to provide information, support or advice
- Have familiarity and be competent when acting in accordance with the MUSA Constitution, Policy and all Standing Orders
- Attend Clubs Council meetings and Club Development Workshops
- Have strong relationships with MUSA Clubs
- Meet Regularly with the University Registrar and the Vice Chancellor

Key Relationships:

- MUSA Executive
- MUSA GM
- MUSA Advocates
- Other Student Associations (NZUSA, AS@U, IPUSC etc)
- Local and student media
- Vice Chancellor
- University Registrar
- Massey University Boards and Committees
- Relevant community stakeholders and partners (i.e Manawatū Tenants' Union).
- Relevant Student groups (i.e UniQ, Manawatahi, MUPSA)