



Executive Role Descriptions:

In every executive position the member must be able to serve for a minimum of six months. Being part of the executive requires that you attend the monthly executive meetings (unless you have sent your apologies in advance to the secretary) and you assist with ESSA office duties.

ESSA office duties requires you to provide a record of your availability to perform office duties. When performing ESSA office duties you need to fulfill your rostered office hours, or find a suitable replacement. During this time you will carry out ESSA business for students who come into the office. Any required training will be provided.

Each executive role is flexible in their position and should assist other members of the executive, particularly when executive members are away on practicum.

President:

The President of ESSA is responsible for overseeing the Executive, as a whole, and the activities of ESSA. They are responsible for organising and chairing executive meetings as well as representing the association at functions and non-executive meetings. The President also assists with budgets and financial matters pertaining to ESSA.

Vice Presidents:

ESSA's Vice Presidents works with the ESSA President in overseeing the Executive as a whole, and the activities of ESSA. The role requires dedication, collaboration, time management and strong communication skills. In partnership with the ESSA's President, they participate in organising and chairing executive meetings when the President is not available, as well as representing the association at functions and non-executive meetings. Only one of the vice presidents can be in the last year of their programme.

Secretary:

The role of the ESSA secretary involves the coordination and implementation of office procedures and facilitating communication between the Executive, Association Members and other parties. They are responsible for taking and distributing the minutes and agendas of ESSA meetings and need to keep an up-to-date record of the Association's Members' details. They must ensure that the Executive and Association Members can easily access the constitution and that ESSA follows the constitution rules in their practice.

Treasurer:

ESSA's Treasurer is responsible for managing all of ESSA funds. This includes keeping account records of all the finances as well as ensuring that all money and monies received by or on behalf of the Association are promptly banked in any account authorised by the Executive. The treasurer is required to prepare an annual budget of expected revenues and cost for the Association and to seek approval of the budget by the executive prior to the commencement of the financial year. In partnership with the President, the Treasurer is one of the two signatories on the nominated bank account of the Executive.

Communication Officer:

ESSA's Communication officer is in charge of ESSA's internal communication. This will include both performing tasks themselves and ensuring delegated tasks are completed to a high standard. They manage, maintain and update the association's social media accounts and pages with the latest news and events. The communications officers are responsible for promoting ESSA's events. This involves creating, designing and distributing posters, newsletters and post on social media. They assist the President of ESSA in marketing ESSA and continually improve its branding and public relations.

Vice Communication Officer:

The Vice Communications Officer works with and assists the communications officer to achieve a high standard of internal communication. This role reports to the Communications Officer. They manage, maintain and update the association's social media accounts and pages with the latest news and events. The communications officers are responsible for promoting ESSA's events. This involves creating, designing and distributing posters, newsletters and post on social media. They assist the President of ESSA in marketing ESSA and continually improve its branding and public relations.

Social Officer:

The Social Officers of ESSA are responsible for facilitating fun social events to enhance the university experience for students in our faculty. The role requires dedication, leadership, time management, interpersonal skills and most importantly, a strong focus on the social needs of the students in our faculty. They promote social culture in our faculty, actively seek feedback from the students and respond by collaboratively organising ESSA social events. ESSA's Social Subcommittee is lead by the Social Officers by carrying out delegated roles to oversee the success of these events.

Vice Social Officer:

The Vice Social Officer works with the Social Officer to facilitate fun social events that enhance the university experience for students in our faculty. The role requires dedication, leadership, time management, interpersonal skills and most importantly, a strong focus on the social needs of the students in our faculty. They promote social culture in our faculty, actively seek feedback from the students and respond by collaboratively organising ESSA social events. ESSA's Social Subcommittee is lead by the Social Officers by carrying out delegated roles to oversee the success of these events.

Welfare Officer:

The role of the ESSA Welfare Officer involves providing support for students in our faculty in various ways. They assist with applications for SEF and AUSA emergency funding. Assist with student issues and are a link to AUSA's advocacy services. They organise, publicise and run AUSA's food parcels on satellite campuses as well as support and develop new welfare initiatives such as the clothing bank.

Equity Officer A:

Equity Officers assist the development and maintenance of a diverse and inclusive culture in the Faculty. They promote and represent the interest and well-being of the Faculty's identified equity groups with a particular emphasis on Pasifika and Māori Students. They ensure that ESSA's events and functions do not promote the exclusion of any groups of students within the faculty. ESSA's Equity Officer develops and maintains good communication and relationships with the Faculties equity group advocates. They attend the equity meetings run by the Faculty and promote inclusion policies within the Faculty.

Equity Officer B:

Equity Officer B has the same duties and responsibilities as Equity Officer A however this Equity officer must have an in depth comprehension of mātauranga Māori, tikanga and manaakitanga. An understanding of te reo Māori would be appreciated but is not essential.