

Ngāi Tauira

Māori Students' Association of Victoria University of Wellington



OFFICIAL NOMINATION PACK

Authorised by the Returning Officer, Mahina-a-rangi Baker.

Available: 9am, Friday 20 March 2009

NGĀI TAUIRA ELECTION PROCESS

The Election Process will be conducted as follows:-

- a) Nominations open Friday 19 March 2009 9.00am
- b) Nominations close 5.00pm Wednesday 1st April 2009
- c) Election will be held on Thursday 9th April 2009 (at the AGM)
- d) All nominations received by Wednesday 1st April 2009 will be collated into a booklet and copies will be made available at the collection points from Thursday 9th April 2009.
- e) All nominations will be prepared for Salient publication (Wednesday 1st April 2009) edition.
- f) The President of VUWSA will officiate the elections
- g) There will be two election counters (1x VUWSA, 1x NT)
- h) The newly elected Kōmiti Whakahaere will take office immediately following the AGM.
- i) An induction training workshop will be organised between the outgoing and incoming Kōmiti Whakahaere (within two weeks)
- j) Quorum numbers AGM/Election:- **50** enrolled Māori students
- k) Voting will be by show of hands (unless a secret ballot is requested).
- l) Decision will be by majority vote
- m) Proxy or postal voting is **NOT** allowed

NGĀI TAUIRA ELECTION FORM

All sections must be completed. The completed form must be returned by no later than 5.00pm Wednesday 1st April 2009 to:

Returning Officer
The Secretary
Ngāi Taura Māori Students Association
Level 2,
Student Union Building
PO Box 600, Kelburn
Wellington
Fax: 04 463 6437

In person:
The Secretary
Ngai Taura Māori Students Association office
Level 2,
Student Union Building
Wellington

The following positions for Ngāi Taura Kōmiti Whakahaere are available:-

- a) Tumuaki (President)
- b) Tumuaki Tuarua o te Mātauranga (Education Vice President)
- c) Tumuaki Tuarua o te Hauora (Welfare Vice President)
- d) Kaitiaki Pūtea (Treasurer)
- e) Kaituhi (Secretary)
- f) Āpiha x 6 (Sports Officer, Media/PR Officer, Social Events Officer, Funding/Scholarship Officer, Te Reo Māori/Tikanga Officer/ Undergraduate Officer)

The following criteria must be adhered to. Failure to comply with the criteria will result in this nomination being invalid. Nominees will be contacted via email or mobile confirming the nominations by no later than 5.00pm Wednesday 1th April 2009. Any positions remaining vacant after Wednesday 1st April 2009 will be open for nominations from the floor at the AGM on Thursday 9th April 2009.

CRITERIA

1. The nominator must be a current member¹ of Ngāi Taura
2. The nominee must be a current member of Ngāi Taura
3. The nominator must sign the election form
4. The nominee must sign the election form

Nā Te Kōmiti Whakahaere o Ngāi Taura

¹ Nga Ture Whakahaere o Ngai Taura Incooperated, 6.1 (Members) Any person who is enrolled for the academic year as a student at Victoria University of Wellington and is of Māori descent will become a member of the society.

NGĀI TAUIRA ELECTION FORM

NOMINEE:-

Email:

Mobile or contact number:

POSITION(S):

IWI AFFILIATIONS:

HE TOHU (Degree) & Year of study:

HE WHAKAARO: (What are your aspirations for Ngāi Tauira in 2009?) 100-150 words max
Use a separate sheet if necessary

NOMINEE SIGNATURE:-

DATE:-

.....

/ /

NOMINATOR NAME:-

DATE-

/ /

NOMINATOR SIGNATURE

.....

Fax to: 04 463 6437

Post to: The Secretary, Student Union Building, PO Box 600, Kelburn Wellington BY 5pm, Wednesday 1st April.

Ngāi Tauira | Role Descriptions

Revised 19/03/09

Tumuaki (President)

The Tumuaki of Ngāi Tauira has overall delegated responsibility to lead the organisation in a way that aligns itself with the goals, visions, and objectives of the Māori students of Victoria University. The Tumuaki will work to develop and sustain positive and constructive relationships with key stakeholders, both internal and external. The Tumuaki will ensure that the *Kōmiti Whakahaere* of Ngāi Tauira works to promote student success at Victoria University, and will employ and develop initiatives that will assist the *Kōmiti Whakahaere* to carry out their duties effectively. The Tumuaki will work towards effective and ongoing engagement with the President of VUWSA, and as such, lead the *Kōmiti Whakahaere* in future engagements and negotiations. Furthermore, the Tumuaki will work towards effective and ongoing engagement with the President of the PGSA.

At an operational level, the Tumuaki will chair the meetings of the *Kōmiti Whakahaere*, Special General Meetings, and Annual General Meetings of Ngāi Tauira, and will represent Ngāi Tauira on relevant University councils, committees and faculties within the University. The Tumuaki will delegate his/her powers to members of the Executive to represent Ngāi Tauira on such committees at his/her discretion, where these delegates may be in a more capable position to carry out these duties effectively. The Tumuaki will continue to lobby for the provision of improved services and opportunities for Māori students by the University and other associated entities, and will report annually to the members of Ngāi Tauira via the Annual General Meeting. The Tumuaki will contribute to Te Mana Akonga, the National Māori Students' Association, by way of attendance at Hui Kaiārahi and Te Huinga Tauira. The Tumuaki will become a member of the Memorandum of Understanding Negotiation Team.

The Tumuaki will represent Ngāi Tauira at any and all official engagements, including media representation. At any given time the Tumuaki may delegate any or all of his/her powers to members of the *Kōmiti Whakahaere* as long as this is aligned with Ngāi Tauira policy or the Constitution.

Tumuaki Tuarua (Mātauranga)

The Tumuaki Tuarua (Mātauranga) is responsible to represent and support Ngāi Tauira and its students to develop initiatives that encourage and foster academic achievement of Maori Students at Victoria University. As a member of the *Kōmiti Whakahaere*, the Tumuaki Tuarua (Mātauranga) will work closely with the Tumuaki, Tumuaki Tuarua (Hauora), and the *Kōmiti Whakahaere* to support the achievement of these objectives. The Tumuaki Tuarua (Mātauranga) will represent Ngāi Tauira on the University's Academic Board, will be the first nominee to the Academic Grievance Committees, and will manage and oversee Ngāi Tauira student Faculty Delegates. The Tumuaki Tuarua (Mātauranga) will develop a close working relationship with the VUWSA Education Office, and the VUWSA Education Vice-President.

At an operational level, the Tumuaki Tuarua (Mātauranga) will be required to attend meetings of the *Kōmiti Whakahaere* of Ngāi Tauira, and will be required to chair these meetings in the absence of the Tumuaki. The Tumuaki Tuarua (Mātauranga) will be required to attend relevant conferences, seminars, hui and other such gatherings that will assist him/her in achieving the objectives of this position. The Tumuaki Tuarua (Mātauranga) will also seek opportunities to provide further academic support for Maori students, including the running seminars, conferences and guest lectures as initiatives of Ngāi Tauira.

The Tumuaki Tuarua (Mātauranga) will be appointed acting Tumuaki in his/her absence.

Tumuaki Tuarua (Hauora)

The Tumuaki Tuarua (Hauora) is responsible to represent and support Ngāi Tauira and its students to develop initiatives that support the health and well-being of Maori Students at Victoria University. As a member of the

Kōmiti Whakahaere, the Tumuaki Tuarua (Hauora) will work closely with the Tumuaki, Tumuaki Tuarua (Mātauranga), and the *Kōmiti Whakahaere* to assist in the achievement of these objectives. The Tumuaki Tuarua (Hauora) will oversee the operation of the Ngāi Tauria food bank, and co-ordinate scholarships and grants awarded by Ngāi Tauria, internal, and external entities and provide advice Maori Students of such financial support. The Tumuaki Tuarua (Hauora) or his/her delegate, will also represent Ngāi Tauria on the University Hardship Committee and the Student Job Search committee. The Tumuaki Tuarua (Hauora) will aim to build and develop positive relationships with key stakeholders, including the VUWSA Welfare Vice President, Student Health Services, Student Learning Support, and Student Job Search.

At an operational level, the Tumuaki Tuarua (Hauora) will be required to attend meetings of the *Kōmiti Whakahaere* of Ngāi Tauria, and will be required to chair these meetings in the absence of the Tumuaki and the Tumuaki Tuarua (Mātauranga). The Tumuaki Tuarua (Hauora) will be required to attend relevant conferences, seminars, hui and other such gatherings that will assist him/her in achieving the objectives of this position. The Tumuaki Tuarua (Hauora) will also seek opportunities to provide further support for Maori students, which could include health workshops, scholarships pānui or visiting experts to provide advice.

The Tumuaki Tuarua (Hauora) will be appointed acting Tumuaki in the absence of the Tumuaki and the Tumuaki Tuarua (Mātauranga)

Kaituhi (Secretary)

The Kaituhi of Ngāi Tauria is responsible to provide secretarial and administrative support to the *Kōmiti Whakahaere* of Ngāi Tauria. The Kaituhi is required to oversee all formal and official correspondence between Ngāi Tauria and other entities. The Kaituhi will be required to attend meetings of the *Kōmiti Whakahaere* and record accurate minutes, and distribute these in a timely manner to members of the *Kōmiti Whakahaere* and other interested parties. The Kaituhi will also be responsible in ensuring that meeting minutes are recorded and held in a style which conforms to the obligations of being an Incorporated Society. The Kaituhi will report directly to the *Kōmiti Whakahaere*.

The Kaituhi will also provide a minimal level of administrative support to the *Kōmiti Whakahaere*, which will assist in the achievement of the goals and objects of the *Kōmiti Whakahaere*. The Kaituhi will nominate a delegate to perform his/her duties in their absence.

Kaitiaki Pūtea (Treasurer)

The Kaitiaki Pūtea is responsible in ensuring effective financial practices are adhered to, and provide the necessary support and advice to achieve this. The Kaitiaki Pūtea will be responsible for the day to day financial 'book-keeping' of Ngāi Tauria, and will report directly to the *Kōmiti Whakahaere*. The Kaitiaki Pūtea will require some background knowledge of the financial operations of a not-for profit Incorporated Society. The Kaitiaki Pūtea will ensure the prompt payment of Ngāi Tauria expenses, bills, and reimbursements, thus maintaining positive working relationships with Ngāi Tauria creditors.

The Kaitiaki Pūtea will work with the *Kōmiti Whakahaere* in developing budgets that allow the associated to operate effectively, and provide financial support and advice to the *Kōmiti Whakahaere*. The Kaitiaki Pūtea should establish and develop effective relationships with the *Kōmiti Whakahaere*, VUWSA Treasurer and Accountant, Ngāi Tauria Accountant, VUW Finance, and other key stakeholders. The Kaitiaki Pūtea will become a member of the Memorandum of Understanding Negotiation Team.

It is also envisaged that the Kaitiaki Pūtea will help in the development and implementation of effective financial policy.

Āpiha (3-6)

Executive members of Ngāi Tauria work under the leadership of the Tumuaki in providing effective support, services, and advocacy for the benefit of Māori Students at Victoria University of Wellington. Āpiha are

provided with a unique and positive opportunity to form relationships with key stakeholders both within and outside of the University. The Āpiha will be fully supported and encouraged by the *Kōmiti Whakahaere*, and Ngāi Tauria will provide the maximum resources within its capacity to help achieve this.

The Āpiha will be fully involved in Ngāi Tauria initiatives such as pō whakangahau, graduation balls, orientation events, Te Wiki o te Reo, and other exciting ventures. There is always room for new initiatives and improvements to the current initiatives.

The Āpiha report directly to the *Kōmiti Whakahaere*.

The six portfolios available for the Āpiha to fulfil are:- Sports, Media/PR, Te Reo Māori/Tikanga, Funding/Scholarships, Social Events and undergraduate)

Āpiha (Sports Officer)

The Sports Officer is responsible for organising sporting events (Orientation week and during the Academic Year) and provide the necessary support to achieve this. The Sports Officer will liaise with VUWSA Sport Officer to promote participation at the University Games and provide the necessary support to achieve this. The Sports Officer will work together with VUWSA, Te Herenga Waka Marae, Te Kawa a Māui and Pro-Vice Chancellor Māori Office on the selection of the Victoria University Māori Sportsperson Award. When Ngāi Tauria hosts the annual Te Huinga, the Sports Officer will create and organise the sports competition. The Sports Officer is responsible to the Tumuaki Tuarua o te Hauora (Welfare Vice-President)

Āpiha (Media/PR Officer)

The Media/PR Officer is responsible for all areas of the media (eg media releases, Salient publications) and promotional advertising of Ngāi Tauria. The Media/PR Officer will work directly with the Tumuaki and the Te Reo Māori/Tikanga Officer on the annual Salient Te Ao Mārama publication. The Media/PR Officer will require some knowledge in media, marketing and promotions to be effective in this position. Training may be required for this position.

Āpiha (Te Reo Māori/Tikanga Officer)

The Te Reo Māori/Tikanga Officer will be responsible for all areas associated with Te Reo Māori and Tikanga (eg Te Ao Mārama publication, Te Wiki o Te Reo and Matariki events, Te Tiriti o Waitangi Academic Committee). The Te Reo Māori/Tikanga Officer will be responsible for promoting Te Reo Māori and will work together with the Media/PR Officer in advertising events and will work directly with the Tumuaki and Media/PR Officer on the annual Salient Te Ao Mārama publication. The Te Reo Māori/Tikanga Officer is responsible to the Tumuaki Tuarua o te Mātauranga (Education Vice-President).

Āpiha (Funding/Scholarships Officer)

The Funding/Scholarships Officer is responsible for seeking external avenues of funding for Ngāi Tauria. The Funding/Scholarships Officer will create a template funding application for external funding. The Funding/Scholarships Officer will become a member of the Memorandum of Understanding negotiation team. The Funding/Scholarships Officer is responsible for organising the processes for any Ngāi Tauria scholarships (Eg Raniera & Anihaka Higgins Scholarship). The Funding/Scholarships Officer create a Scholarship diary listing all Victoria University scholarships and closing dates available to Māori students. The Funding/Scholarships Officer will endeavour to compile a list of scholarships offered outside of the university. The Funding/Scholarships Officer will liaise with the Victoria University Scholarships Office to ensure the scholarship information is active and up-to-date. The Funding/Scholarship Officer is responsible for processing all internal funding applications received (eg Ngā Rangahautira & NgāTaura Ūmanga, Te Herenga Waka Marae Kapa Haka).

Āpiha (Social Events Officer)

The Social Events Officer is responsible for the organisation of all social events and activities (Pō Whakangāhau, Graduation Balls). The Social Events Officer will work together with the Te Reo Māori/Tikanga Officer to organise social events and activities during Te Wiki o te Reo and Martariki. The Social Events Officer will work within the budget allocation and provide services required for the success of the event/s.

Āpiha (Undergraduate Officer)

This position does not carry a portfolio It is envisaged the Undergraduate Officer position is part of Ngāi Tahu's succession plan to grow successful leaders for the future of Ngāi Tahu. The Undergraduate Officer will be required to work closely with the Tumuaki and Tumuaki Tuarua to gain knowledge and skills in the leadership areas. It is envisaged the Undergraduate Officer will put his or her name forward to the elections the following year for one of the other Āpiha positions that carries a portfolio.