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**OPSA Advisory Board**

**Position Descriptions**

**Overview:**

* The OPSA Advisory Board members consist of various officers.
* Their main mission is to assist in the achievement of educational success for the student body.
* The role of the OPSA Advisory Board is to govern Otago Polytechnic Student’s Association.

**This will include:**

* Managing the general affairs of the association
* Creating and managing by-laws of the association
* Raising issues of the student body
* Advising on specific issues of Officer’s portfolios
* Authorising finances of the association
* Work in conjunction with Student Success, Te Punaka Ōwheo**,** Otago Polytechnic leadership, staff and other community organisations
* Assisting students to succeed in their education
* Consistently considering Te Tiriti O Waitangi / The Treaty of Waitangi and how it relates to the association’s operations
* Abide by all the association’s standing policies, code of conduct and the Constitution.
* Problem solving and dealing with matters of urgency
* Actively encourage all students to engage in OPSA and its services
* Inform students on any information that relates to them, or services that they are eligible for
* Help to organise and run events for Otago Polytechnic students
* Attendance at OPSA Advisory Board meetings as notified and assist with events

**Attributes:**

* Be a good communicator and have a desire to achieve and make a difference
* Be prepared to giver verbal or submit written reports and be willing to contribute personal skills to the development of OPSA
* **Each Officer/Representative portfolio comes with different challenges and needs.**
* **As such, different Officers/Representatives have various roles alongside their duties of being an OPSA Board member.**

**The following information breaks this down for each role**

**Vice President:**

The Vice President takes the leadership position in the President’s absence

(*Refer to OPSA President’s job Description*)  and

* Acts in advisory capacity and assists the OPSA President in the management and governance of the Association

**Academic Officer:**

* Actively liaise with the Academic Staff at Otago Polytechnic
* Represent the views of Students at meetings, regarding academic success
* Ensure OPSA’s goals align with the academic success of students

**Pasifika Representative:**

* Actively liaise with Pasifika students, the Pasifika Advisors and staff at Otago Polytechnic
* Represent the views of Pasifika students at meetings
* Ensure OPSA’s goals align with the welfare of Pasifika students

**Māori Representative:**

* Actively liaise with Māori students, Te Punaka Ōwheo & Staff at Otago Polytechnic
* Liaise with the Polytechnic Kaitohutohu to ensure correct protocol is being followed and the needs of Māori students are being met
* Represent the views of Māori students at meetings
* Ensure OPSA’s goals align with the welfare of Māori students
* Liaise with Te Punaka Owheo

**Rainbow Representative:**

* Actively liaise with LGBTQI+ students at Otago Polytechnic
* Represent the views of LGBTQI+ students at meetings
* Liaise with various community groups and OUSA Queer Support
* Ensure OPSA’s goals align with the welfare of LGBTQI+ students

**International Student Representative:**

* Actively liaise with International students at Otago Polytechnic and the International Student Advisor
* Represent the views of International students at meetings
* Ensure OPSA’s goals align with the welfare of International students
* Help distribute information to International students

**Welfare Officer:**

* Actively liaise with Otago Polytechnic staff involved in welfare support
  + Student Success
  + Chaplain
  + Student Health & Counselling
  + Health & Safety Team
  + Campus Services
* Ensure OPSA’s goals align with the welfare of all Students

**General Executive:**

* Ensure OPSA is performing effectively and efficiently in the attainment of its goals
* Be available to assist the President of the association
* Be available to assist any other position when required

**Mature Representative:**

* Actively liaise with mature students at Otago Polytechnic
* Represent the views of mature students at meetings
* Ensure OPSA’s goals align with the welfare of mature Students

**Accessibility Representative:**

* Actively liaise with students who identify as having a disability and need further assistance with access to education at Otago Polytechnic
* Represent the views of students with disabilities at meetings with Otago Polytechnic and community organisations as appropriate
* Ensure OPSA’s goals align with the welfare of students with disabilities
* Liaise with Otago Polytechnic staff regarding accessibility to education

**** **Advisory Board Meeting**  - **CODE OF CONDUCT**

**Conduct at Board meetings**

***Chairperson to Decide***

Any dispute on meeting procedure shall be decided by the Chairperson in consultation with the Otago Polytechnic Students’ Association Constitution and the Student Services Manager. Any Person that refuses to obey any order or ruling of the Chairperson shall be asked to leave the meeting. A note is to be made in the meeting minutes that will include the following;

* Point of dispute
* Name of the member
* Chairpersons ruling
* Time and date of dispute
* Notice stating member was asked to leave meeting

***Speaking Rights for Advisory Board Members***

All elected members shall have speaking rights at all meetings of the Association.

***Speaking Rights for Non-Board Members***

Leave may be granted by the Chairperson of the meeting to allow a non-board member to be given speaking rights if what they have to say is in line with the business at the meeting. If speaking rights are not granted to non-board members then they may only speak when spoken to by the chairperson.

***Voting Rights for Advisory Board Members***

All elected members shall have voting rights at all advisory meetings of the Association

***Priority of Speakers***

At all times, the Chairperson of the meeting has speaking priority. In the event that two people wish to make a statement, the Chairperson of the meeting is to decide the order of speakers. Advisory Board members will have speaking priority over non-board members.

***Language of Speakers***

All speeches must be delivered in New Zealand English unless the speaker is able to provide an interpreter who has been authorised by the Advisory Board to attend the meeting. The interpreter may only speak when interpreting a speech by the member they are interpreting for.

***Duration of Meetings***

All ordinary or special meetings of the Advisory Board shall run for no more than 1 hour. In the event that there is still business to be covered after 1 hours, such business shall be postponed until the next ordinary or special meeting unless a motion to extend the length of the meeting is passed by three-quarters of the members.

***Reporting of Meetings***

When an Advisory Board meeting is open to the public, the following rules shall apply:

* Members of news media shall be entitled to attend the meeting with the purpose of reporting the proceedings for any news media.
* A member of the public who is not an employee of a news media shall obtain the authorisation of the Chairperson of the Advisory Board to use visual or audio recording devices.
* Any recording of meeting must be carried out in such a way that it does not impact on any member of the board.
* Any intention of recording the meeting, or part thereof, must be notified to the Chairperson at the commencement of the meeting.

***Disorderly Members at Meetings***

Members who are called to order by the Chairperson of the meeting are to resume their seats and cease speaking. Any member who refuses to return to their seat and/or cease speaking may be asked to leave the meeting by the Chairperson.

***Members to be Respectful***

No member of the Advisory Board at any meeting may be disrespectful to any other member in the way of offensive or malicious language, physical abuse, sexual harassment, or any other behaviour that the Chairperson deems to be disrespectful. In the advent that a member continues to be disrespectful, the Chairperson of the meeting may ask that member to leave the meeting.

***Members to Make Apologies***

The Chairperson of the meeting may request that a member withdraw any disrespectful comments and make an apology to the member at which the comments were directed. In the event that a member refuses to withdraw such comments, the Chairperson of the meeting may ask that member to leave the meeting.

***Disorder in Meetings***

The Chairperson may require any person whose behaviour is deemed to be disorderly or disrespectful to leave the meeting. The member will be ineligible for their meeting allowance for the meeting at which they were asked to leave. A note is to be made in the meeting minutes and will include the following:

* Point of Dispute
* Name of the Member
* Chairpersons ruling
* Time and date of dispute
* Notice stating member was asked to leave meeting

***Adjournment of Meeting Following Disorder***

Should the disorder continue the Chairperson shall have the right to adjourn the meeting for a time specified by the Chairperson. At the end of that period the meeting shall resume and decide without debate the question as to whether the meeting shall proceed or be adjourned. The Chairperson may also take such action in relation to disorder from other sources or in the event of an emergency. The time the meeting so adjourned for shall not count towards the 2 hour meeting time limit.

***Following of Meeting Agenda***

Any business which a member wishes to have included in the meeting agenda must be submitted to the Student Services Manager at least 7 days before the date of the meeting. Any business that is not on the meeting agenda may only be discussed during the meeting at the discretion of the Chairperson. The Chairperson shall decide when the member may present their business.

***Failure to Comply with the Decision of the Chairperson***

Any member who refuses to comply with a decision or ruling of the Chairperson may be asked to leave the meeting. A note id to be made in the meeting minutes and will include the following:

* Point of dispute
* Name of member
* Chairpersons ruling
* Notice stating member was asked to leave meeting

***Amendments to Code of Conducts***

Any amendments to the Advisory Board Meeting Code of Conduct after the initial adoption will require two-third (2/3) majority of the Board.