Committee Representative Guide to Committees

“To Represent and act for the members in all matters in which the members as a body are interested.”
1. Introduction
Welcome, Kia Ora, Talofa,....and other greetings Kia Ora, Talofa,...(and other greetings) to being a Committee Representative at Auckland University. On behalf of AUSA we thank you for volunteering to take on this position. Your student association is the official election body for Class and Committee Representation across all faculties, and for the protection of student interests. As student representatives on the governing body of these committees you help makes decisions that directly affect students. As a Student Committee Representative you hold an important role within the University decision-making processes. In decisions affecting students, you have the mandated position of providing a student perspective, advocating on their behalf. You are the student voice on your committee.

This handbook aims to instruct you on your role and how to get the most out of it. But feel free to contact the AUSA us. AUSA provides full support services to you, throughout your journey, and its important that we all work together to be as effective as possible. The Committee Representation system is organised, resourced and administered by the AUSA Advocacy. The Advocacy Team includes the Education Vice President, Class Rep Co-ordinators and is overseen by the Advocacy Manager. We aim to maintain frequent contact with all Reps. We can also provide further assistance finding policies and information about the rules and regulations of the University.
2. THE IMPORTANCE OF STUDENT REPRESENTATION

The Committee Reps are an important link between Class Representatives and the AUSA Executive. Changes to courses and programmes have to be approved at University level, and all changes have an impact on the learning experience of students and on the issues faced by Class Representatives. Ngai Tauira at the PGSA and AUPISA all have positions on the University wide committees. Committee Reps help maintain a consistent student voice at all levels of the student experience and within the fifteen specific committees (as listed below)

Council
The Universities Governing Body.
The Education Act specifies it’s function, duty and powers.

Senate
Advises Council on matters related to courses of study, or training, awards and other academic matters.

Working committees report to Senate on all academic policies under consideration

Education
Teaching & Learning Quality
Schools Liaison & Equity
Library
OHS & SCG
Academic Programmes & Academic Grievance
Research & Human Participants Ethics
International
ITSP
Discipline
The greatest opportunity for voicing concerns and supporting changes is at Committee level, so your position is important. Before the proposed changes go through to Senate or Council, where the focus changes to quality assurance, rather than student experience. It is always easier to implement change earlier on in the decision-making process, rather than at the end, when the paper for discussion is technically ready for sign-off.

As a Committee Rep you will work with the AUSA to report constructive points of discussion to take to the committee(s) you are a member of. Ensuing decisions from your committee may then be taken up by AUSA Executives on Senate.

### 3. How do you carry out your role

You bring the independent student voice to these meetings enabling you to question and query matters that an academic staff member may be constrained from commenting on.

Therefore -

1. Your Opinion Matters – contribute to any discussion.
2. Before the meeting consult with other students about matters on the agenda and anything you wish to ask for their feedback.
3. Know that the committee stands to gain from hearing from student representative and staff want to work out solutions together
4. Ask questions if you don’t understand any points that are raised in the committee.
5. Listen and take notes to help you to write your reports.
6. Hardcopies of the minutes (some committees supply theirs on-line) and supporting documents can be collected from AUSA Reception before your scheduled meeting.

### 4. Your commitment

**Committee meetings**- Attend all committee meetings which last between 30 and 90 minutes. If you are unable to attend you are required to send your apologies to the Committee Secretary. The agenda will be emailed to you before the meeting as well as the previous meetings minutes. To keep well informed on the broader issues and to keep track of the progress of long term issues it is suggested you read the agenda before the meeting.

**Reports**- You are required to submit three written reports to AUSA Advocacy Department about your experience on the committee. The Advocacy Manager will contact you by email in advance of each reports due date. These reports are a way for the AUSA to check the progress of issues that affect students, to report wider based issues to Campus Life as part of the Service Level Agreement and to include in Class rep newsletters that are sent out faculty wide.
**Training** - Advocacy Department offers training in February. This will be your opportunity to learn about your role and enhance the opportunity to achieve the most from your time as a committee representative. Even if you have attended a training session before, it’s good to attend so you can network with the Committee reps and it’s useful for these new members to hear about your experiences and suggestions.

**Your first committee meeting** - The Chairman of the committee will introduce you to the rest of the committee at the first meeting. It may seem intimidating at first but remember that you are elected to your position so others have confidence in your ability.

**Communication** - If you have any questions or concerns you can contact the Association Advocacy Manager advocacymanager@ausa.org.nz, or pop by Denise’s office, situated in the Old Choral Hall, 3 Alfred Street.

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**5. COMMITTEE PROCESSES**

**5.1 Committee Structure**

In 2000 the University Council approved changes to the University's committee structures. These are outlined in the paper "Review of Committee Structures and Processes, July 2000". Since this paper was approved, Senate and Council have approved further changes to the structures and terms of reference of some committees. The University's Strategic Plan 2005-2012 commits the University to "promote governance and management practices consistent with the mission and values of the University of Auckland". An effective set of committees is an essential tool to help us achieve this goal.

We need to maintain committees that are relevant, focused, gather together the right set of people for the tasks entrusted to them, carry out their business expeditiously and effectively, and make the best possible decisions. This has to be achieved within a collegial environment and in a way that ensures that all pertinent views are heard and considered.

**8.2 Committee Meeting Schedules**

Each year a schedule of central committee meetings is approved by Senate and Council for the following year. Meetings are usually timed so that their business can be carried out and reported in a timely manner to Senate, to the Vice-Chancellor or to Council. However, it is possible that the schedule provides for too many meetings, or does not provide adequately for some committee business to be carried out. Chairs of committees may vary the committee schedule or cancel meetings if there is insufficient business. If a meeting is to be cancelled, the Secretary of the Committee should let all members know as soon as possible and inform the Room Booking Administrators so that the room booked can be released.
8.3 Committee Agendas and Papers
The preparation of the agenda and papers for the meeting is the responsibility of the Chair of the Committee, working with the Committee Secretary. In some cases, members will be approached for items for the agenda prior to the meeting; members have a right to suggest items which may be placed on the agenda. It is desirable that agendas reach members of committees three working days prior to the meeting. However University business is such that this is sometimes not possible. It is likely that agendas and papers arrive two or even one day prior to a meeting. Committees should avoid tabling papers at meetings.

Members of Committees should feel free to contact the Chair of the Committee prior to the meeting if they have questions about any agenda item. This can often expedite the process of the Committee.

8.4 Induction of new Committee Members
It is important that members of a committee get to know each other and establish a way of working effectively together. At the beginning of each year, the Committee should discuss the role, responsibilities, and processes of the Committee. An experienced member of the Committee should be designated as a liaison person for new members seeking advice on the processes and business of the Committee.

8.6 Responsibilities of Committee Members
Committee members usually attend meetings because they represent some constituency or have some particular expertise or responsibility in an area. Attendance is therefore important.

Members should:
• Send apologies to the Committee Secretary if they cannot attend a meeting
• Ascertain if it is possible to send an alternate
• Prepare for the meeting by reading the agenda papers and thinking about points that need to be raised, clarified or discussed
• Discuss any matters that need decisions with the relevant people prior to the meeting
• Contribute to discussion
• Report back to their constituencies: this is particularly important for Faculty representatives
• Carry out any follow-up action required of them
8.7 Responsibilities of Chairs of Committees
The Chair of the Committee is responsible for ensuring that Committee business and meetings are effectively managed, that quality recommendations and decisions are made, and that follow up actions are completed. Chairs should ensure that a Deputy Chair is appointed so that Committee business does not halt if they are required to be absent from a meeting.

In particular, the Chair is responsible for:
• Chairing the committee meetings in a fair, objective, efficient and collegial manner
• Ensuring that members of the committee are properly inducted into the committee role, responsibilities and processes
• Determining relevant staff members who should be 'in attendance' at meetings
• Preparing agendas in conjunction with the committee secretary
• Establishing any sub-committees and determining their terms of reference and membership
• Reviewing and approving minutes
• Reporting committee recommendations and decisions to other University bodies
• Ensuring that policy and other decisions are effectively communicated and carried out

6. Committees and Terms of Reference

Senate Committees

Senate- The Senate's statutory authority derives from the Education Act, which empowers Council to establish an Academic Board (in the case of this University the Academic Board is called Senate) to:

• Advise the Council on matters relating to courses of study or training, awards, and other academic matters
• Exercise powers delegated to it by Council

Secretary- Mrs M Rodrigues
Phone: +64 9 373 7599 ext 85777; Email: m.rodrigues@auckland.ac.nz; http://www.auckland.ac.nz/uoa/senate

Committees reporting to Senate-
6.1 **Academic Grievance**- To consider academic grievances referred under the Student Learning and Research Grievances Procedures for Undergraduate Students.

The Academic Grievance Committee convenes when necessary. [http://www.auckland.ac.nz/uoa/academic-grievance-committee](http://www.auckland.ac.nz/uoa/academic-grievance-committee)

6.2 **Teaching and Learning Quality** (Subcommittee of Education committee)

- To recommend on policies and activities that will improve the quality of teaching and learning
- To monitor the quality of teaching and learning
- To advise and recommend on policies and procedures for the evaluation of teaching and learning
- To advise, recommend on and administer Teaching Improvement Grants and Teaching Excellence Awards

6.3 **Education**-

- To advise and recommend to Senate on academic policy developments
- To advise and recommend on policy and regulations relating to:
  - University entrance
  - Recruitment admission and enrolment
  - Limitations and selection criteria
  - Discipline
  - Other matters of an academic nature
- To recommend on and oversee Departmental and Programme Reviews
- To advise and recommend on academic matters relating to distance education
- To recommend on public lecture series
- To recommend on academic appointments to outside bodies
- To oversee academic audit processes
- To receive reports from Inter-Faculty Boards of Study
- To advise on academic relationships with other institutions
- To consider and recommend New Scholarship and Award Regulations received through the Scholarships Sub-Committee
6.4 Equity-

- To advise Senate and Council on University equity strategy, plans, policy, projects and outcomes.
- To monitor and report on the implementation of the University's equity strategy, plans, policy, and projects.
- To support the development of faculty, service division and University equity strategy, projects, plans and reports
- To support faculty and service division equity committees

9.5 International-

The International Committee makes recommendations on, co-ordinates and advances the University's policy objectives in:

- Promoting its international profile
- The development of and engagement in international alliances and agreements
- The internationalisation of the curriculum and student campus life
- Staff and student mobility
- The recruitment and support of international students
- The development of international academic exchanges
- International research opportunities and alliances

9.6 Library-
To advise on policy relating to the Library.

Secretary- Ms M Spraggon
Phone: +64 9 373 7599 ext 88040; Email: m.spraggon@auckland.ac.nz; http://www.auckland.ac.nz/uaa/library-committee

9.7 Research-

- Research policy
- Allocation of internal research funds
- Appointing of post-doctoral fellows
- Acceptance of research grants and contracts
- Development and promotion of graduate research funding
- Development of research management plans
- Development of relationships with research funders
- Development of research strategies
- Policy for research centres

Secretary- Mrs L Jeevaratnam, Executive Assistant to DVC(Research)
Phone: +64 9 373 7599 ext. 85337; Email: l.jeevaratnam@auckland.ac.nz; http://www.auckland.ac.nz/uaa/research-committee

9.8 Academic Programmes-

- To review and make recommendations to Senate on all proposals for new academic programmes, new academic qualifications and major changes to existing programmes and qualifications
- To monitor the manner in which faculties exercise their delegated authority over minor changes to academic programmes and courses and the introduction of new courses
- To oversee and monitor the review and evaluation of new academic programmes and qualifications

Secretary- Gabriella ML Sharma
Phone: +64 9 373 7599 ext 87374; Email: g.sharma@auckland.ac.nz; http://www.auckland.ac.nz/uaa/academic-programmes-committee
9.9 Schools Liaison (Sub committee of Education Committee)

Schools Liaison reports to Senate through the Education committee.

- To co-ordinate and promote relationships and activities between the University and schools throughout the country
- To develop the profile of the University in schools.

Secretary- Mrs Ranmali Mada
Phone: + 64 (9) 373 7599 ext 83350; Email: r.mada@auckland.ac.nz; http://www.auckland.ac.nz/uoa/schools-liaison-committee

VICE CHANCELLORS ADVISORY COMMITTEES

9.10 Occupational Health and Environmental Safety and Health Advisory Committee

To develop and review policies on:

- Occupational and environmental safety and health.
- Injury treatment and rehabilitation services to employees.
  
  To advise on:

- The University's Injury/Illness Prevention Programme.
- Participation in ACC programmes.
- Practices to provide a holistic healthy and safe environment for staff and students, which will foster the retention of capable, productive and valuable staff members.
- Processes to improve staff knowledge and skills in safety matters, and in occupational and environmental health.
- To advise on compliance with occupational and environmental health and safety legislation, and relevant regulations, standards and codes of practice.
- To develop processes to support staff and union involvement and input into health and safety management through health and safety committees and other avenues of communication.
- To consult with and receive reports from the Chemical Management Safety Committee.
To consult with the Animal Ethics Committee, Human Subjects Ethics Committee and Biological Safety Committee with respect to issues arising concerning the safety of staff and students.

Secretary- Ms Maggie Kjestrup
Phone: + 64 (9) 373 7599 ext 84896; Email: m.kjestrup@auckland.ac.nz; http://www.auckland.ac.nz/uoaheshac

9.11 Information Technology Strategy and Policy

• To advise the Vice-Chancellor on strategic information technology policy
• To advise the Vice-Chancellor and Budget Committee on information technology priorities
• To carry out an annual review on standardised software and hardware
• To receive and endorse the annual information technology plans of primary activity centres
• To receive and review the annual information technology reports of all primary activity centres
• To mediate in disputes and conflict on information technology provision
• To approve exceptions from standard information technology policies and practices

Secretary- Ms D Mason
Phone: +64 9 373 7599 ext 89359; Email: d.mason@auckland.ac.nz; http://www.auckland.ac.nz/uoaitsp

COUNCIL COMMITTEES

Council- The University's governing body is the Council, a mixture of elected staff, students, graduates and outside appointees. The Vice-Chancellor, the University's chief academic and administrative officer, is also a member. Council is chaired by the Chancellor who is a lay member of the Council.

Committees reporting to Council-

9.12 Discipline-
• Power to act with respect to the relevant provisions of the Disciplinary Statute, Library Statute, The Information and Communications Statute, The Examination Regulations, The Enrolment and Programme Regulations.
• The power to hear and determine recommendations from the Registrar that a person not be permitted to enrol as a student of the University, consistent with Section 224 (13) of the Education Act, on the grounds that the person is not of good character or has been guilty of misconduct or breach of discipline. (The Reports of Discipline Committee on such hearings shall be sent directly to Council)
7. **STUDENT CONSULTATIVE GROUP**

Student Consultative Group (SCG) meetings are held, Vice Chancellor, the Deputy Vice Chancellor (Academic), the Registrar, Director of Campus Life, the Director of Administration, a Staff and student representative of each Faculty (8), Director of Student Equity, Student Engagement, Executive members of Students Associations, Student Representatives of Council, International Student Rep, Grafton, Epsom and Tamaki Campus Presidents, Committee Representatives – if not represented above.

The purpose of SCG is to provide a forum for senior university staff and student reps to share information and perspectives on strategic issues affecting students at the University. There are eight meetings per annum, refer to the University website for dates. Specifically SCG will:

1. Share information and progress updates on key developments within the University
2. Consult on University-wide policy
3. Hear concerns raised by students where resolution elsewhere has been unsuccessful.
4. Provide a forum for consultation with students on the student services levy
5. Provide an opportunity for regular contact between senior university staff and student reps.

**REWARDS OF YOUR ROLE**

In addition to occasional AUSA events for the purpose of keeping in touch and to thank Student Committee Reps for their support, Reps receive a number of rewards, benefits and opportunities:

**ACADEMIC REWARDS:**
- Leadership and Service Award - administered by Campus Life, this award recognises the valuable contribution of Students for volunteering and student support work. Attending and representing your committee contributes to attaining this award, and appears on the honours and awards section of your student transcript.
• You will receive a Student Committee Representative Certificate - a valuable addition to your CV.

PERSONAL REWARDS
• In your role as a Rep you will build decision making, communication and negotiation skills as well as further leadership qualities, in the value of networking. You never know when a good reputation or reference will come in handy.

8. USEFUL RESOURCES

Committee Rep page on AUSA website has a list of valuable resources for your role and is the first place to look if you are needing anything specific straightaway at http://www2.ausa.auckland.ac.nz/representation/central-committees. The University Calendar provides key academic information, including dates and times, contact information, policies and statutes of the University and also general information about the University, check this link for more information: http://www.auckland.ac.nz/uoa/uoa-committees.

9. STUDENT REPRESENTATION LIST

<table>
<thead>
<tr>
<th>University Committee</th>
<th>First Name</th>
<th>Surname</th>
<th>Mobile</th>
<th>Email</th>
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<tbody>
<tr>
<td>Academic Grievance</td>
<td>Cate</td>
<td>Bell</td>
<td>0211795689</td>
<td><a href="mailto:catedbell@gmail.com">catedbell@gmail.com</a></td>
<td>AUSA Administrative Vice President</td>
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<tr>
<td>Academic Programmes</td>
<td>Max</td>
<td>Lin</td>
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<td>AUSA AVP</td>
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<tr>
<td>Discipline</td>
<td>Dan</td>
<td>Haines</td>
<td>0211795689</td>
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<td>AUSA Education Vice President</td>
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<td>Education</td>
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<td>Equity</td>
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<td>International</td>
<td>Martin Graham</td>
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<td><a href="mailto:iao@ausa.org.nz">iao@ausa.org.nz</a></td>
<td>AUSA International Affairs Officer</td>
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<td>Levi Joule</td>
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<td>Schools Liaison</td>
<td>Elese Dowden</td>
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<td>AUSA Sports Officer</td>
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<td>EVP Emeritus</td>
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<td>NTM Co-President</td>
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<tr>
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<td>Nataniela Amato-Ali</td>
<td>0212554391</td>
<td><a href="mailto:aupisapresident@gmail.com">aupisapresident@gmail.com</a></td>
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<th>SCG</th>
<th>Alanna</th>
<th>Soupen</th>
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<td>SCG</td>
<td>Daniel</td>
<td>William</td>
<td>0210379767</td>
<td><a href="mailto:graftonrep@ausa.org.nz">graftonrep@ausa.org.nz</a></td>
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<tr>
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<td>Julia</td>
<td>Espinoza</td>
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<td>Epsom Student Association President</td>
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<td><a href="mailto:qro@ausa.org.nz">qro@ausa.org.nz</a></td>
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</tr>
<tr>
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<td>0211585294</td>
<td><a href="mailto:treasurer@ausa.org.nz">treasurer@ausa.org.nz</a></td>
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</tr>
<tr>
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<td>0210521458</td>
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<tr>
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<td>AULSA Law Student Society</td>
</tr>
</tbody>
</table>

11. Reporting Requirements

The student Association is here to make life at the University of Auckland the best it can be for students. The best way to do this is to ensure that decisions which affect them have their voice guiding them. Student Representation is the core of what we are as a student union and you as a committee reps are at the heart of the decision making process. We ask you to write a brief report three times a year to outline any standout issues on your committee and any that need to be reported to the AUSA Executive.
Reports due-
Friday 19th April
Friday 14th June;
Friday 13th September
Email them to advocacymanager@ausa.org.nz please!