



Role Descriptions

1. National President

1.1. The President shall be primarily responsible for the day-to-day administration of NZISA, but may delegate some or all of his/her duties to the relevant staff members or members of the Executive, subject to the Executive approval; and

1.2. The duties of the President shall include, but are not limited to:

1.2.1. Initiating and maintaining liaisons with other national organisations, peak bodies, community leaders and the relevant government ministers; and 1.2.2.

Initiating and maintaining contact with Member Organisations on a regular basis; and

1.2.3. The overall direction of the NZISA office and the work of all NZISA staff; and

1.2.4. Attending appropriate conferences, forums, workshops, roundtable

discussions, meetings, as an advocate of the interests of international students,

and preparing speeches, reports and papers as required; and 1.2.5. Acting as the

chief spokesperson for NZISA and an advocate of the interests of international

students in the media, electronic media, press, and the like; and

1.2.6. Such duties and functions as may be directed by the Executive from time to time; and

1.2.7. Performing the general duties of all Executive members.

2. National Vice President

The duties of the Vice President shall include, but are not limited to:

- 2.1. Acting in lieu of the President when necessary by: delegation from the President; decision of the Executive; or when the President is unavailable; and
- 2.2. Draft briefings, summaries for President before and after meetings when necessary, if the secretary cannot attend the meetings; and
- 2.3. Working closely with the President, Treasurer and to support the association; and
- 2.4. Providing leadership to and working closely with other office bearers; and 2.5. Maintaining engagement with the Representative Council Members; and 2.6. Communicating with educational providers, international student departments or organisations as directed by the Executive; and
- 2.7. Assisting other office bearers when requested; and
- 2.8. Recruitment of volunteers for NZISA and allocation of jobs for them; and
- 2.9. Providing secretarial support during executive meetings; and
- 2.10. Communicating with the President when necessary to ensure proper flow of work; and
- 2.11. Performing the general duties of all Executive members.

3. Secretary

The duties of the Secretary shall include, but are not limited to:

- 3.1. Coordinating administrative tasks required for the operation of NZISA; and 3.2. Maintaining incoming and outgoing correspondence with respect to the governance of NZISA; and
- 3.3. Minute-taking during Executive Meetings; and
- 3.4. Informing Executive members of all Executive Meetings; and
- 3.5. Informing the Representative Council of all Representative Council Meetings; and
- 3.6. Ensuring NZISA's email lists and email administrator are managed and maintained; and

- 3.7. Being responsible for the administration of all general meetings of NZISA; and
- 3.8. Managing the information database of NZISA; and
- 3.9. Updating the NZISA Constitution by incorporating the changes approved by the Representative Council at the Annual General Meeting; and
- 3.10. Attending NZISA meetings and providing feedback about concerns raised through the executive and members mailing lists; and
- 3.11. Performing the general duties of all Executive members.

4. Treasurer

The duties of the Treasurer shall include, but are not limited to:

- 4.1. In conjunction with other executive members, ensuring that the budget is responsibly spent to fund activities of the organisation for the entire financial year; and
- 4.2. Actively participating in the business of NZISA; and
- 4.3. Supporting the President and other Executive members in the fulfilment of their respective individual roles; and
- 4.4. Attending NZISA meetings as scheduled, including Representative Council meetings; and
- 4.5. Preparing budgets for submission to the NZISA executive; and
- 4.6. Preparing financial reports and statements for submission to the NZISA executive members and stakeholders; and
- 4.7. Maintaining financial records including invoices, receipts and budgets for the submission to the executive members and the stakeholders; and
- 4.8. Liaising with external auditors when preparing financial reports at the end of the financial year; and
- 4.9. Tracing transactions to invoices, reimbursements and donations to ensure it

- matches to the bank account; and
- 4.10. Inquiring with experienced individuals for accuracy, i.e. past treasurer or professional individuals; and
 - 4.10.1. If this applies, ensure that proper legal procedures are in place to ensure that confidential information is not leaked.
- 4.11. Performing the general duties of all Executive members.

5. Public Relations Officer

The duties of the Public Relations Officer shall include, but are not limited

to: 5.1. Internal Relations:

- 5.1.1. Liaising with the different representative council members; and
- 5.1.2. Improving and facilitating communication within NZISA; and
- 5.1.3. Working with the spokesperson on all events they attends on behalf of NZISA.

5.2. External Relations:

- 5.2.1. Creating, managing and updating a media list; and
- 5.2.2. Creating, managing and updating a contact list with all key stakeholders.
- 5.2.3. Communications:
- 5.2.4. Assisting in the preparation of all documents including submissions and annual reports; and
- 5.2.5. Managing all communication leaving NZISA; and
- 5.2.6. Managing a potential crisis situation; and
- 5.2.7. Maintaining and updating NZISA website; and

5.3. General:

- 5.3.1. Performing the general duties of all Executive members.

6. Campaigns Officer

The duties of the Campaigns Officer shall include, but are not limited to: 6.1. Identifying, researching, and developing a national strategy based on feedback from the Representative Council; and

6.2. In conjunction with the National President and Education Officer, developing expressions of interest and proposals for the International Student Wellbeing Strategy Fund; and

6.3. Liaising with Member Associations on the execution of NZISA's national campaign at the regional level; and

6.4. Events management; and

6.5. Managing the promotion of events in conjunction with the Public Relations Officer; and

6.6. Performing the general duties of all Executive members.

7. Education Officer

The duties of the Education Officer shall include, but are not limited to: 7.1. Researching and reviewing the International Student Wellbeing Strategy; and 7.2. Liaising with the New Zealand National Qualification Authority (NZQA) on application of the International Student Pastoral Care Code; and

7.3. Assisting students who may need support due to their institution failing to meet NZQA standards; and

7.4. Exchanging perspectives about the industry with colleagues across the country and attending conferences to establish links with industry partners; and

7.5. Conducting educational research to identify and evaluate developments in education; and

- 7.6. Ensuring that educational policies proposed by the Ministry of Education align with the International Student Education Strategy and the International Student Wellbeing Strategy; and
- 7.7. Serving on committees to identify present and future needs within the education industry, and the preparation of reports and information papers; and
- 7.8. Performing the general duties of all Executive members.

8. Women's Officer

The duties of the Women's Officer shall include, but are not limited to:

- 8.1. Advocating for female or female-identifying international students in New Zealand on a national level; and
- 8.2. Actively supporting women, or those identifying as women; and
- 8.3. Identifying, researching, and developing a national stance based on feedback from the Representative Council around issues that women, or those identifying as women, face in New Zealand tertiary institutions; and
- 8.4. Consolidating research into resources to inform and educate NZISA members about relevant issues; and
- 8.5. Briefing the Ministry of Education, Education New Zealand, NZQA, and other relevant government bodies on key findings outlining issues that women, or those identifying as women, face in the export education sector; and
- 8.6. Attending NZISA National Executive and Representative Council meetings and providing feedback about concerns raised through the National Executive and members mailing lists; and
- 8.9. Organising events or activities, where appropriate, that help promote equality, intersectionality, and zero tolerance towards sexual harassment; and
- 8.11. Performing the general duties of all Executive members.