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**Job Title** President

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**Team** PGSA Executive

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**Key Relationships**

PGSA: All Executive Members, Executive Assistant

VUWSA: President, CEO

[NZUSA](#): President & Co-Vice Presidents

VUW: Dean FGR, Vice Provost (Research), Vice Provost (Academic) Director Student Academic Services, Faculty Deans & Pro-Vice Chancellors

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**Role Purpose**

The role of the President is to provide overall leadership in delivering the core aims of the PGSA which are: representing postgraduate students (at all levels of the University and to external bodies); promoting and developing the postgraduate community; facilitating communication between postgraduates, staff, and the University; and to advocate for and protect postgraduate students in issues affecting their study. The President manages relationships with senior university staff members and external bodies and oversees the operation of the PGSA, taking overall responsibility for its management and decision-making.

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<b>Key responsibilities</b>	<b>Deliverables/outcomes</b>
PGSA Management	<ul style="list-style-type: none"><li>• Acting as the key decision maker for the Executive</li><li>• Managing the PGSA's Executive Assistant, conducting performance reviews, and providing support and mentoring to the PGSA's Executive Assistant</li><li>• Ensuring that the essential operational tasks of the organisation are appropriately carried out.</li><li>• Ensuring that PGSA's Executive Assistant and Treasurer successfully manage the PGSA's finances</li><li>• Chairing monthly meetings of the PGSA Executive</li></ul>
Oversight of the PGSA Executive	<ul style="list-style-type: none"><li>• Ensuring the delegation of tasks across the PGSA Executive and that delegated tasks are appropriately carried out.</li><li>• Ensuring cohesion, communication and teamwork across the PGSA Executive</li><li>• Maintain clear communication amongst the Executive and with the Executive Assistant</li><li>• Ensuring there is appropriate correspondence and engagement with the full PGSA membership</li><li>• Ensure the continued smooth functioning of PGSA events</li></ul>
Strategic Direction	<ul style="list-style-type: none"><li>• Work with the PGSA Executive and membership to set the strategic direction of the PGSA</li><li>• Prioritise the issues which may arise and decide on the extent of PGSA engagement with the issue.</li><li>• Work with the PGSA Executive to decide and plan PGSA strategy, policies, and issue response</li></ul>
Representation	<ul style="list-style-type: none"><li>• Sit on Academic Board and Academic Committee.</li><li>• Act as a student representative on level three disciplinary committee meetings.</li><li>• Represent the PGSA on <a href="#">Student Assembly</a></li></ul>
Relationship Management and Advocacy	<ul style="list-style-type: none"><li>• Set and attend regular meetings with key senior leaders at VUW</li><li>• Maintain the PGSA's relationship with NZUSA</li><li>• Take overall responsibility for the PGSA's relationships and reputation at VUW</li><li>• Stand ready to advocate for postgraduate students in whatever form or forum is needed.</li></ul>