
Job Title Vice President (Community)

Team PGSA Executive

Key Relationships

PGSA: President, Vice President (Advocacy), Communications Officer, Outreach, Executive Assistant, Treasurer

VUWSA: VP Engagement

VUW: Dean FGR, VUW Marketing & Communications, Student Recruitment and Orientation, Doctoral Development Coordinator FGR, EA to the Vice Provost Research (Re: funding for 3MT & Victorias Awards)

Role Purpose

The two Vice Presidents of the PGSA are joint second-in-command to the President, and support the President in delivering the aims of the organisation. The Vice President (Community) oversees the delivery of the PGSA events calendar, facilitating the association's community strategy and the sharing of responsibilities between all executive members. They also oversee the Outreach and Communications officer positions, and are able to deputise for and support the President in all areas of advocacy, outreach, administration and liaison as required. They sit on the Faculty of Graduate Research Board and one other committee and act as a student representative on level three disciplinary committee meetings.

Key responsibilities	Deliverables/outcomes
Event co-ordination	<ul style="list-style-type: none">• Lead the creation and delivery of the PGSA's event calendar, in line with the association's constitutional aims• Manage Executive roles in events• Communicate with University bodies regarding participation and promotion• Work with Communications Officer to ensure events are promoted successfully
Representation	<ul style="list-style-type: none">• Sitting on the Faculty of Graduate Research Board and acting as first point of contact between the PGSA and the Dean of the FGR
Oversight of the PGSA Executive	<ul style="list-style-type: none">• Ensuring appropriate delegation of tasks for event management and promotion• Maintain clear communication amongst Executive Members and the Executive Assistant• Ensuring there is appropriate correspondence and engagement with the full PGSA membership and other stakeholders• In the absence of the President, acting as the decision maker for the Executive• In collaboration with the President, ensuring that the essential operational tasks of the organisation are appropriately carried out.
Oversight of Other Executive members	<ul style="list-style-type: none">• Oversight of Outreach Executive and Communications Officer positions, ensuring the functions of these positions are carried out.
