
Job Title Vice President (Advocacy)

Team PGSA Executive

Key Relationships

PGSA: President, Vice President (Community), Communications Officer, Executive Assistant, Representation Officer, Union Liaison Officer

VUWSA: VP Welfare, Advocacy Manager

VUW: Vice Provost (Research), Associate Director—Mauri Ora, Manager—Student Wellbeing, Manager—Student Finance, Deputy Director—Wellington University International

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 (Advocacy) attends meetings with senior staff members with or on behalf of the President on advocacy matters and initiatives which promote the excellence of postgrads at VUW. They also oversee the Representation and Union Liaison 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 University Research Committee and one other committee, and act as a student representative on level three disciplinary committee meetings.

Key responsibilities	Deliverables/outcomes
Advocacy	<ul style="list-style-type: none">• Supporting the President and/or other executive members in meetings with staff/students regarding PGSA initiatives• Supporting the President in meetings with staff to discuss issues relevant to postgraduate students• Sitting on disciplinary committees as a postgraduate representative when required
Representation	<ul style="list-style-type: none">• Sitting on the University Research Committee and acting as a first point of contact between the PGSA and the Vice Provost (Research)
Oversight of the PGSA Executive	<ul style="list-style-type: none">• Ensuring appropriate delegation of tasks for advocacy and representation• 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 the Representation Officer and Union Liaison Officer positions, ensuring the functions of these positions are carried out.
Relationship Management	<ul style="list-style-type: none">• Maintaining relationships with key student support services including Mauri Ora, Student Wellbeing, Student Finance, and Wellington International• Maintain the relationship between the PGSA and V-ISA• Maintain the relationship between the PGSA and VUWSA's Student Advocacy team.• Represent the PGSA on VUWSA's Student Equity Committee.