



BOARD MEMBER INDUCTION PACK

(September 2014)

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1. PGSA Essentials

The Postgraduate Students' Association is an incorporated society dedicated to strengthening the postgraduate community at the University of Auckland. The Association is run by a Board of volunteer representatives from each faculty across the University.

Our vision is to create and foster a sense of identity and community for all Postgraduate Students at the University of Auckland and provide an effective voice promoting the distinct and unique academic, professional and social interest of postgraduates within the University and the wider community

In order to achieve this vision, we run social events such as the postgraduate orientation and end-of-semester parties. These events are run in Strata, which is your postgraduate commons. The first PGSA Board secured this area when the Kate Edger Information Commons was being built. It is now managed by the PGSA as agent for property services.

The PGSA was instrumental in setting up the SPARK challenge, a competition now run by The University, and was responsible for initiating Exposure – the Postgraduate Research Exposition Competition. Exposure is held annually and is open to all faculties within the University.

By taking up the call to serve on the Board, you are making a difference in your community. The Board is governed by a set of rules, you are asked to become familiar with them. Members of the Board also represent postgraduate students on various university committees, such as:

- Board of Graduate Studies (2 representatives)
- Ethics Committee (1 representative)
- Student Research Committee (1 representative)
- Student Consultative Committee (2 representatives)
- Library Committee (1 representative)
- Doctoral Skill Programme (2 representatives)
- Doctoral Morning Tea Programme (2 representatives)
- Exposure

Within the Board there are various committees that include Board representation in addition to postgraduate student representation, such as:

- New Members
- Communications
- Events

The PGSA receives its base funding from The University of Auckland through Campus Life. In addition, funds are raised through events. The budget is drafted, proposed and managed by the Board and on a yearly basis.

The PGSA is an incorporated society, which means we are our own legal entity. We have a strong relationship with Campus Life and they provide us with an Administrator and logistical support. The PGSA Chairperson and Vice-

Chairperson, with Board oversight, sign a legal document with Campus Life on a yearly basis called the Service Level Agreement (SLA). The SLA provides an overview of what events will be held in the upcoming year and the money allocated to each. Campus Life is made aware of any changes made to the agreement throughout the year.

The Governing Board shall comprise not less than fifteen (15) or more than twenty-one (21) Members made up of:

- Three (3) representatives of the Faculties of Arts, Science, Engineering, and Medical and Health Sciences; and
- Two (2) representatives of the National Institute of Creative Arts and Industries, the Faculties of Law and Education, and the Business School; and
- Other such members appointed by the Board in accordance with Article 13.2 of the Constitution.

From the existing members, at the first meeting after the Annual General Meeting, the following Executive Members are elected:

- Chairperson
- Vice-Chairperson
- Treasurer
- Secretary
- Events Committee Head
- Communications Head

In addition, at this time representatives for the committees listed above are voted upon and are asked to fulfil the position for 12 months.

We ask that all Board Members:

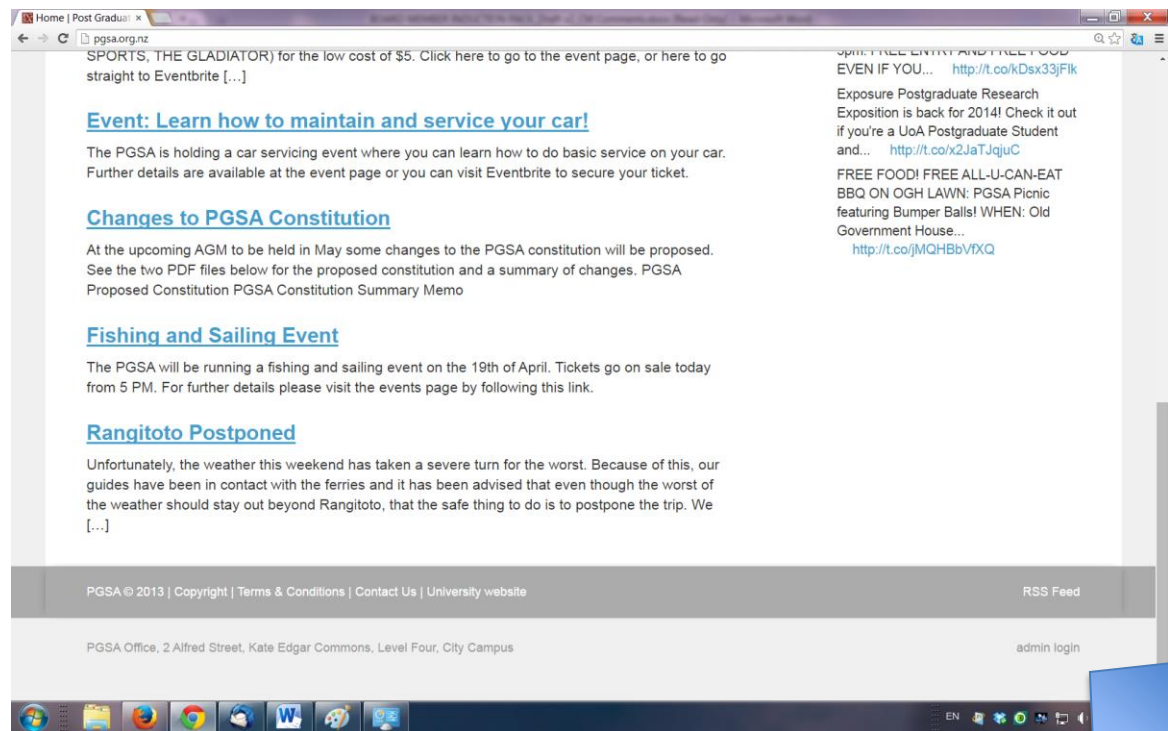
- Attend all board meetings and major events
- Be informed about the organizations' missions, services, policies and programmes
- Review agenda and supporting materials prior to board meetings
- Serve on at least one of the PGSA working groups and offer to take on special assignments
- Volunteer to represent the PGSA on UoA committees
- Inform others about the PGSA
- Avoid conflicts of interests
- Act in the best interest of the PGSA

Board meetings are held fortnightly, normally Fridays at 9am, and it is expected that all Board Members attend these meetings. If Board Members are unable to attend, an apology prior to the meeting must be received at least twenty-four hours previous to the meeting. As an incentive for arriving on time, each Board Member may receive one food or beverage item (up to \$5) at each meeting.

The Annual General Meeting is usually held end of May of each year on a Friday evening.

Every Board Member has access to the admin section of the PGSA Website <http://pgsa.org.nz/>, where all relevant documents such as the Constitution and this Induction Pack can be found. Once a Board Member, your role will be upgraded from regular PGSA member status. You can then easily access the admin section with your username and password.

The login button is on the bottom right of the PGSA website.



2. Responsibilities of the Office Bearers:

A. Executive Committee

The Chairperson

General Duties

Shall preside at all Special and Annual General Meetings of the PGSA and at all Board meetings.

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to these Rules and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of his/her board members and lead the Board. This also involves regularly reviewing the Board's performance and identifying and managing the process for renewal of the Board through recruitment of new members.

The Chairperson is responsible for determining and formulating the agenda items for Board meetings with the assistance of the Board Vice-Chairperson and PGSA Administrator. This duty may be assigned to the PGSA Administrator or Secretary.

The Chairperson must co-ordinate the board to ensure that appropriate policies and procedures are in place for the effective management of the organization.

To Provide support to the PGSA Administrator

To represent the organization as its figurehead. (The Chairperson may from time-to-time be called upon to represent the PGSA and sometimes be its spokesperson at, for example, events or meetings.)

Delegate assignments and duties to other Board members.

During Meetings

Open the meeting;

Check for quorum;

Conduct the business of the meeting according to the order of the agenda unless it is altered with the consent of the meeting;

Confine discussion to the item actually before the meeting and to see that it is dealt with and settled before passing on to the next item;

Allow free and, if necessary, formal debate;

Give all those wishing to speak an opportunity to do so, to see that their remarks are addressed to the Chair and to allow no private discussion or personal matter to be introduced in a negative way;

Say who is to speak, if two people should speak at the same time -The Chairperson's decision on such points is final;

Make every effort to let any meeting over which he/she presides understand the reasons for and purpose of his/her rulings;

Close the meeting when all matters are attended to.

In the absence or disability of the Chairperson, the Vice-Chairperson will preside. In the absence or disability of the Vice-Chairperson, the members of the Board shall choose another Board member to act as Chairperson;

The Vice-Chairperson

Your term will generally last from the conclusion of the Annual General Meeting (AGM) to the next AGM. If you are elected mid-way through a year, your term will last until the next AGM. You are allowed to (and encouraged to) hold other positions on the board or chair other subcommittees.

Your duties:

- Be an active member of the board.
- Be a part of the Executive committee
- In the absence of disability of the Chairperson, you will preside at Special and Annual General Meetings or Board meetings.
- Perform duties that are delegated to you by the Chairperson.

Thus, in general your duties are to help out the Chairperson. The Vice-chairperson is the second PGSA representative on the Student Consultative Group meeting with the Vice Chancellor. This meeting is an opportunity for the PGSA and other student bodies to bring up issues to the administrative members of the University. Contact MJ Wilson (m.wilson@auckland.ac.nz) Student Engagement Manager (Campus Life) or Claire Hall (claire.hall@auckland.ac.nz), to make sure that you are added to the SCG mailing list so you can find out the details of the meeting times. Representatives at this meeting are there to provide input and represent postgraduate students, voice any student concerns that may arise throughout your tenure.

The Secretary

General Duties:

- Keep the records of business transacted at meetings;
- Keep a current copy of the Rules, and have it available at all meetings of the Board and the PGSA;
- Keep a register of current members of the PGSA

Before Meetings

- Make sure that the minutes of the previous meeting are written up and a copy has been circulated to all Board members with notice of the next meeting;
- Keep all the papers that may be needed at the meeting;
- Have any reports or information ready which may have been asked for at the previous meeting.

During Meetings

- Make a note of those present and also of all apologies;
- See that a quorum is present before any Board business is done;
- Take minutes of the meeting;
- Assist the Chair with any information required, including giving advice on the consequences of the correspondence items or other documents.

After Meeting

- Draft or check the minutes as soon as possible and submit them to the Board for approval;
- Write any letters, secure any information, or take any action on matters decided by the Board;

Write-up the final minutes for circulation;
Have the minutes typed and sent out to all the members of the Board;
If action is to be taken on an item by anyone, check that they know what they are meant to do and when the Board needs to have a result.

The Treasurer

Assist the PGSA Administrator with the proper handling of the finances of the organization, but not for the actual raising of money;
Ensure that the Board is regularly informed of the financial position of the organization;
Assist the PGSA Administrator with preparing an annual statement to be approved at an Annual General Meeting and registered with the Companies office;
Assist the PGSA Administrator with the preparation of an annual budget and work with the Administrator in forecasting and monitoring the budget.
Have access to and help monitor the PGSA bank account with the PGSA Administrator and Chairperson.

The Events Committee Head

Work with the PGSA Chairperson and Administrator to prepare the yearly events schedule
Coordinate with the Board pre-events activities:
 Work with the PGSA Administrator and PGSA Treasurer to create a budget
 Prepare events activity schedule
 Contacting required/interested performers/parties involved in specific events
 Arrange advance/pre-payments as necessary to parties involved in events together with PGSA Administrator
 Promote events through appropriate media in liaison with Communication Officer or other associated organizers
Chair events committee meetings
Co-ordinate event management according to schedule and pre-assigned task list on event day or delegating management task to another Board member
Prepare and submit event evaluation report to PGSA Administrator and PGSA board
Liaise with AUSA or SGS reps. for co-ordination of any joint event
Ensure events stick to the budget
Submit a copy of the budget for each event to the PGSA Board two to four weeks prior to event date

The Communications Head

The Communications Officer has two key jobs:

1) The Communications Officer is **the key contact for any advertising or communications related to the PGSA**. If anyone has an item they wish to advertise across any medium operated by the PGSA, then they must contact the Communications Officer first. The Communications Officer will then direct the information to the appropriate party. Important points:

- Ask for blurbs or paragraphs to be written by the person wanting to advertise/communicate the event/activity, which are appropriate to the medium being used (e.g. a short blurb and an image if it is going on the PGSA Facebook page).
- Forward paragraph and images for PGSA newsletter to the Chairperson/Newsletter Officer.
- Forward paragraph and images for PGSA Website to the Website Manager.
- Forward blurb and images for PGSA Facebook and Twitter pages to the Social Media Officer.

2) The Communications Officer **requests posters to be made, and directs the process of design and printing, for key PGSA events**, including Doctoral Morning Tea (DMT) (one poster for the year advertising all DMT's) and Orientation. The Communications Officer liaises with the appropriate PGSA committee for the event that the poster is being made (i.e. DMT committee for DMT poster, Events Committee for Orientation poster), and works with the committee until the final posters are printed. Campus Life is the best option for poster design and printing. The Communications Officer hands out the posters to PGSA Board members to be posted around the University of Auckland campuses.

Further, the Communications Head is leading the Social Media and Newsletter Officers.

Key contacts in University:

- Charlene Nunes, Communications and Events Officer, School of Graduate Studies (c.nunes@auckland.ac.nz)
- Laura Shackel, Communication and Events Manager, Campus Life (l.shackel@auckland.ac.nz)
- Lucie Leech, Events Co-ordinator, Campus Life (l.leech@auckland.ac.nz)
- Angela Pearse, Scholarships Office (a.pearse@auckland.ac.nz)
- Neda Zdravkovic, Library Courses (n.zdravkovic@auckland.ac.nz)
- Lloyd Kimble, Spark (research@spark-challenge.com)
- Jordan Hills, Chiasma (jhil085@aucklanduni.ac.nz)
- Others as necessary

B. Other Office Bearers

Sports Officer

The PGSA sports officer is a relatively new position. The general scope is

broad, but the budget is small and must be carefully used. In particular, the Sports Officer's responsibilities include:

1. Finding and entering various sports leagues such as UniM8s
2. Entering a team into the annual Waka Ama race (including coordinating practices etc)

The quantity of work required is very cyclical. For example, at some points organising thirty people across four to five different teams within a two week period. At other points, nothing for a few months. In addition the Sports Officer should be aware of any upcoming one off opportunities and gauge interest with the potential to advertise this to PGSA members.

The key contacts are located in the Rec Centre, just to the left when you enter the main building from Symonds St. They are:

Michelle Blucher (Waka Ama and UniM8s)
email: m.blucher@auckland.ac.nz
phone: 09 3737599 ext 81201

Tracey Spray (UniM8s)
email: t.spray@auckland.ac.nz
phone: 09 373 7599 Ext: 88303

Newsletter Officer

Reports to Communications Head and the PGSA Board
Draft the PGSA monthly newsletter and send to the PGSA Board for review and edits
Ensure that the PGSA newsletter is published timeously each month.
Approach internal and external contacts as necessary for information for the PGSA newsletter, events for postgraduate students, and the promotion of PGSA events.

Social Media Officer

Report to Communications Head and the PGSA Board
Manage the PGSA Facebook page
Manage the PGSA Twitter account

New Members Officer

Reports to PGSA Board and PGSA Administrator
To follow the correct induction process of new members to the PGSA Board
Inviting the applicant to the next Board meeting
Introducing the applicant to the Board at the meeting
Sending the Induction Pack to successful applicants
Notifying the IT Officer about new Board members in order to change their role for accessing the PGSA website's admin section

Information Officer

Maintaining WordPress, applying patches, etc.

User access control, activating and deactivating board member roles on the advice of the New Members Officer.

Maintaining the integrity of the user list, through periodic culling of graduated students.

Posting new content on the advice of the Communications Officer

Maintaining email forwarders/accounts, changing access upon a change in the officer positions.

3. Representation on University Committees and Programmes

A. Guidelines for Representatives on University Committees

General

Part of the PGSA's mission is "to provide an effective voice promoting the distinct and unique academic, professional and social interest of postgraduates within the University and the wider community".

On University bodies, you're representing the whole of the PGSA, and therefore need to remember that not all PG students' experiences will mirror your own. Depending on directives of the PGSA board, you may have to represent opinions which you do not personally agree with.

Be aware that there may be things that need to be kept confidential, but there are others which need to be circulated to your fellow PGSA members. For some committees, the whole point is distribution of information around the University. If in doubt about whether a particular item is confidential, ask the committee secretary or one of your fellow committee members.

When you first join a University committee, familiarise yourself with the committee's terms of reference. It is important you know which issues are relevant to the committee, so you do not bring up issues that should be discussed elsewhere – for example, management issues at a policy committee.

Before the meeting

1. If there are any issues PGSA wants to raise with the University body you're on, ask for these issues to be added to the agenda. If you think there is something that needs to be discussed at the University committee, talk to PGSA about it first and if there's general agreement, add it to the agenda.
2. Read the agenda ahead of time (ideally ahead of the PGSA meeting prior to the University committee meeting) and familiarise yourself with the accompanying documentation. Work out what decisions are likely to be made and what the opinion/vote of PGSA is likely to be. If you do not understand a particular document or terminology etc, ask the person who sent out the agenda (or the person responsible for the document) if they can help you.
3. Circulate the agenda or give verbal feedback of the meeting at an upcoming PGSA Board meeting. Highlight particularly any items you want guidance on, from the whole of the PGSA board, or particular faculty reps, if the item pertains to a particular faculty.
4. If you cannot attend the meeting, tell the Board as soon as possible, in case somebody else can attend in your place. If they can, arrange to meet them to brief them on the agenda if possible, or just send them the agenda and documents if not. If nobody else can attend, email your apologies to the

committee secretary the day before the meeting (or as soon as possible on the day of the meeting, if an emergency). Please do not just not turn up.

At the meeting

1. Aim to arrive at the meeting five minutes early. It is important that the PGSA representative is not the last to arrive.
2. Don't be afraid of your fellow committee members – most will be happy to chat with you before the meeting etc. In particular, do not be afraid to speak up (politely) in the meeting if you have something to say, to agree or disagree, – or have a question, if there is something you are not sure of.
3. Take notes – they only have to be brief – of anything you think PGSA (or particular faculty reps) would want to know. Official minutes are taken, but often don't capture all the discussion, and can take a few weeks to be distributed to members.

After the meeting

Report back to PGSA on decisions taken and ongoing matters – a written report (eg, 1/2page -1 page) is best, but a verbal report at the next PGSA meeting is acceptable.

Contribute approximately 150 words, highlighting anything particularly interesting, for the PGSA newsletter before the next deadline (deadlines in the PGSA google calendar).

B. Description of Programmes and Committees

Board of Graduate Studies (BoGS)

The Board of Graduate Studies meets monthly and is chaired by the Dean of Graduate Studies. It is attended by many of the important decision makers for postgraduate students, including the Deputy Vice-Chancellor (Academic), the Deputy Vice-Chancellor (Research) and the Associate Deans responsible for postgraduate studies from all the Faculties.

BoGS is responsible for all significant postgraduate policy University-wide. This includes academic, research, and administrative affairs. Thus, these meetings steer the direction of postgraduate study within the University and closely monitor and develop how postgraduate policies are working. From this stems many new working-group or sub-committee initiatives which are then brought back for implementation and sign-off.

There is a heavy focus on Doctoral students but the scope is all postgraduate students. Due to the importance of this meeting, it is pivotal that the PGSA maintain a strong presence to keep abreast of University-led changes and ensure the postgraduate voice is heard and acted upon.

For further information please see: <http://www.auckland.ac.nz/uoa/board-graduate-studies>

Doctoral Skills Programme

The Doctoral Skills Programme (DSP) has been developed by the Graduate Centre to provide a range of learning services for new and future Doctoral students. This includes the 'Induction Day' which is mandatory attendance for all 1st year PhD students, core and additional courses run through the Student Learning Centre/Library, and further online and social initiatives to promote postgraduate support.

The DSP committee meets regularly, typically monthly, to discuss current and future initiatives and their management and delivery. PGSA involvement provides the committee with direct input from their 'target market' and it is therefore ideal for the PGSA to get involved for the betterment of PG learning. One of the direct commitments that we have is the hosting of the 'Induction Day Lunch' within the Postgraduate Lounge; this is an opportunity for PGSA board to members briefly introduce new students to the PGSA and sign them up as registered members.

For further information about the DSP offerings please see: <http://www.auckland.ac.nz/uoa/home/for/current-students/cs-current-pg/cs-dsp>

Student Consultative Committee

These are monthly meetings with the Vice-Chancellor, Deputy Vice-Chancellors (Research & Academic) and Campus Life representative along with PGSA and AUSA reps. The issues discussed are largely concerning students, for example, fees, scholarships etc. Each month one topic is discussed. However, any other issues can be raised as well in any meeting.

Doctoral Morning Teas

Doctoral Morning Tea organising committee meetings are held once every 3 months. DMT is a joint venture of the PGSA, Graduate Centre, Auckland International and WAVE/AUSA. The PGSA representative responsibilities will include deciding presentation topics, arranging speakers and managing the event which is **every 3rd Thursday of each month**

University of Auckland Research Committee

The UARC (often referred to simply as Research Committee) meets monthly to discuss issues relevant to research at the University. It is chaired by the Deputy Vice Chancellor (Research) and attended by Associate Deans (Research) for each faculty, as well as sub-professorial and student representatives.

While many of the issues discussed relate to research policy and funding issues for staff, postgraduate student issues are often discussed as well. The Committee regularly discusses postgraduate funding provided through the Faculty Research Development Fund, policy documents which relate to students undertaking

research, and strategic objectives for all researchers (student and staff) at the University.

University of Auckland Human Participants Ethics Committee (UAHPEC) also known as the Ethics Committee.

This committee currently meets fortnightly, 22 times per year. The committee has nearly 30 members, including Academics, nominees of the Vice Chancellor (Research) and Vice Chancellor (Maori), nominees from the PGSA and AUSA, specialist legal advisors, and lay members from the community with expertise in ethics.

All committee members are sent all of the proposals to read a week before the scheduled meeting, and each member is allocated up to five applications to review. These reviews are then the subject of discussion at the meeting. The PGSA rep contributes to the review process, and does not have an advocacy role. Furthermore, all discussions are totally confidential.

Membership of this committee is for one year, and full attendance at meetings is expected where possible. It involves a significant time commitment, but the PGSA nominee is paid an honorarium per meeting, provided they are not already paid by the University in another role. It is fascinating work, and gives the PGSA an opportunity to contribute to a very important aspect of University life and process.

Library Committee

The Library Committee advises on policy relating to the Library and reports to the Senate. Members are

- Deputy Vice-Chancellor (Academic) - Chair
- Member from each Faculty nominated by the Dean
- Two professorial members elected by the professoriate
- Two sub-professorial members elected by sub-professorial staff
- Two members of library staff elected by library staff
- University Librarian
- Two Associate University Librarians
- Auckland University Students' Association representative
- Auckland University Post Graduate Students' Association representative

For more information go to: <https://www.auckland.ac.nz/en/about/the-university/how-university-works/uoa-committees/senate/library-committee.html>