



**STAND**



**FOR**



**THE**



**EXECUTIVE**



**COMMITTEE**



# SANITI STUDENT EXECUTIVE

**Are you interested in gaining valuable governance experience?  
Do you want to know more about how a not for profit works?  
Do you want to give back to your fellow students and NMIT  
community by getting involved with SANITI?**

**The Student Executive consists of the President, Vice President  
and up to eight elected Executive members who are responsible  
for governing SANITI in a proactive and responsible manner.**

## **YOU NEED TO BE ABLE TO:**

- **Commit time to attend at least 12 meetings per year, and any other meetings or task groups that may come up**
- **Conduct yourself in a professional manner within the NMIT community**
- **Communicate clearly and efficiently with the President and fellow Executive members**
- **Uphold the SANITI Constitution**

**It is also the responsibility of the members of the Executive to be aware and actively engaged in the activities of the association where needed and appropriate.**

**The Executives' primary responsibility is to make governance decisions which enhance the wellbeing of students on all campuses and support the Association through the President to best represent the needs of all students. This is done by ensuring the Association adheres to the Strategic plan whilst staying within budgetary limits.**

## **YOU WILL:**

- **Have the opportunity to get to know other students from different programme areas**
- **Interact with the awesome SANITI team at events**
- **Learn about governance, Not for Profits and the business characteristics of an organisation like SANITI**
- **Have the chance to network with the local community and businesses**
- **Be reimbursed for your commitment to meetings**
- **Have the opportunity to gain a great reference**
- **Gain experience that will put you a cut above when looking for jobs**
- **Most importantly, have fun! We socialise outside of meetings, sometimes go to conferences in Wellington together and always have a laugh together at the meetings.**

**The Executive is a great experience, and you never know where something like this could take your career. You can choose to make the most out of your time at NMIT – choose to be a part of the SANITI Student Executive.**

# WHAT NOW!?

1. Fill out the nomination form
2. Write up 200 words about who you are, why you would like to be a part of the Executive and the skills you might bring to the role. Keep it to 200!
3. Sign the declaration form
4. Hand it into the SANITI office or email it to [manager@saniti.co.nz](mailto:manager@saniti.co.nz)
5. **COME TO THE SECOND GENERAL MEETING**

This is an important part! You need to come to the SGM on the 31st of October at 12pm as that is when the voting will take place.

The candidate information will be available on the afternoon of Wednesday the 24th of October on the SANITI Facebook page, electronic screens and on notice boards. Have a read, and figure out who you think you would like to vote for.

Come along to the SGM, listen to the chat about how SANITI has done in 2018 and then the voting will take place. You will be given the opportunity to speak to the students at the SGM, and then everyone will vote. So bring your friends along and promote yourself to your peers – the more votes you have the higher the chance you will get in!

# JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>EXECUTIVE MEMBER</b>
<b>REPORTS TO:</b>	<b>NMIT STUDENTS</b>
<b>LOCATION:</b>	Students Association Nelson-Marlborough Institute of Technology Inc. (SANITI)
<b>DURATION:</b>	1 January 2019 - 31 December 2019
<b>HOURS OF WORK:</b>	Monthly Executive Meetings during term time and other hours as necessary.
<b>REMUNERATION:</b>	Training expenses and meeting costs are covered by the Association. Honorarium to contribute to cost of meeting attendance may also be applicable (conditions apply). Reference provided (conditions apply).

## 1. POSITION PURPOSE:

To be part of the governing body of the Students Association Nelson-Marlborough Institute of Technology Inc. (SANITI).  
To govern the association in a proactive and responsible manner.

## 2. KEY RELATIONSHIPS:

**Internal:** NMIT Students, President, Executive Members, NMIT Staff, SANITI Staff

**External:** National body, other Organisations as required

## 3. KEY RESULT AREAS:

### General

- Commitment to the representation of the interests and concerns of all NMIT students.
- Uphold the SANITI Constitution.
- To support and assist the President to build and promote the association.
- Monitoring that the actions of the President and Vice President are appropriate.
- To facilitate communication between NMIT students and the SANITI President.
- To assist in providing guidelines and formulating policy for the association.
- Support the President and Association Manager to achieve the approved Strategic and Plan. To monitor the financial running of the association against approved budgets.
- Continually assess opportunities to improve effectiveness and efficiency of the association.

## **4. EXPECTATIONS:**

### **Expectations of you are:**

- To attend as many (85% minimum) of the Executive meetings as possible. Distant Campus Executives must contribute to (80% minimum) and make themselves available to physically attend a meeting per term.
- To be actively involved in meetings.
- Read the Agenda and Correspondence.
- Showing your support of SANITI through the attending of SANITI functions and aiding in the running of any campaigns that the Executive is involved in.
- Have a good understanding of meeting procedures and standing orders.
- To be fully conversant with matters of importance and all relevant papers before meetings.
- To implement the 2019 Strategic Plan as per the Constitution.
- To ensure the Service Level Agreement with NMIT is implemented and that the agreed outcomes are achieved.
- To develop Strategic Plan and Budget for 2020 with assistance of the Association Manager.
- To attend training relevant to your position.
- To uphold the values outlined in the 2018 Strategic and Operational Plan.

## **5. COMPETENCIES:**

### **Core Competencies**

- Commitment to Excellence
- Problem-Solving/Decision-Making

### **Specific Competencies**

- Good Communication Skills
- Self-Management Capability
- Accountability
- Reliability

### **Mental Competencies**

- Ability to prioritise work and meet deadlines.
- Flexible and adaptable.
- Ability to multi-task.
- Belief in the value and importance of Tertiary Education.
- Willingness to assist in the upholding of the SANITI Constitution and policies.
- Understanding and acceptance of the differences between Governance and Management.

## **6. PERFORMANCE REVIEW:**

### **Review**

- A performance review will be carried out in October 2019



**NOMINATION  
FORM  
FOR THE  
STUDENT  
EXECUTIVE**



# SANITI

Student Association of the Nelson-Marlborough Institute of Technology Inc  
C/o Nelson Marlborough Institute of Technology  
Ph (03) 546 2425 | Email: manager@saniti.co.nz  
PRIVATE BAG 19, Nelson

## NOMINATION FORM FOR THE SANITI EXECUTIVE:

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I hereby nominate \_\_\_\_\_ (name of candidate)  
for the Executive of the Student Association of the Nelson-Marlborough  
Institute of Technology Incorporated (SANITI) from 1 January 2019 to 31  
December 2019.

### NOMINATOR

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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I hereby nominate \_\_\_\_\_ (name of candidate)  
for the Executive of the Student Association of the Nelson-Marlborough  
Institute of Technology Incorporated (SANITI) from 1 January 2019 to 31  
December 2019.

### SECOND NOMINATOR

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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I \_\_\_\_\_ **(full name of candidate)** hereby accept the above nomination for the position of Executive of the Student Association of the Nelson-Marlborough Institute of Technology Incorporated (SANITI), and attest with my signature that to the best of my knowledge that I am eligible for the position as per the Constitution of the Student Association of the Nelson-Marlborough Institute of Technology Incorporated (SANITI). I agree to abide by the rules and conditions as set for this election.

## **SIGNATURE OF THE EXECUTIVE CANDIDATE**

Signed: \_\_\_\_\_

Programme of study: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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### **Declaration to be signed by Nominee (Executive Candidate)**

- 1. I certify that I am an enrolled student at NMIT.**
- 2. I agree to be available to attend Executive training in November 2018 on a date to be confirmed.**
- 3. I consent to the disclosure of the above personal details to the Executive and staff of SANITI for the purposes of informing the student members of the details of my nomination for this position. I understand that the length of term is from 1 January 2019 to 31 December 2019.**
- 4. I agree to attend 85% of the Executive Meetings. NMIT students on distant campuses can make arrangements with the President regarding attendance and proxy votes.**
- 5. I certify that I have no criminal convictions or charges pending/I have disclosed all convictions or charges in writing to the Returning Officer.**

**Additional information that should accompany this application:**

**200 words on what you have to offer this position.**

**Signature of the Executive Candidate**

Signed \_\_\_\_\_

## NOMINATIONS CAN BE:

- dropped in to the SANITI Office
- Sent to      Returning Officer  
                  C/- SANITI, Private Bag 19  
                  Nelson 7010
- Emailed to [barry.lori@xtra.co.nz](mailto:barry.lori@xtra.co.nz) - **Hard copy of information must also be sent as above.**

This application must be received by the Returning Officer before:  
**3 pm, Friday 19 October 2018**

### **INCORPORATED SOCIETY ACT** **RULES REGARDING ELECTIONS AND SGM**

• “The mode of summoning and holding general meetings of the society, and of voting thereat.” Comment: There are three types of general meetings a society can hold. The annual general meeting, the regular (e.g. monthly) general meetings for the normal conduct of the society’s business, and the special general meetings that are called as required to deal with a particular matter. You must make rules to cover when the meetings will be held, how members are to be advised of the time and place of the meeting and how the meeting will be conducted, (.i.e. chairperson, quorum, notices of motion, the type of voting to be used and how special general meetings may be called). More information on Incorporated Society is available on [www.med.govt.nz](http://www.med.govt.nz)

For additional information please refer to the SANITI Constitution available in Nelson, and Marlborough Campus Libraries or by emailing [manager@saniti.co.nz](mailto:manager@saniti.co.nz).



**SANITI**

**ANY  
QUESTIONS?**



**Flick us an email:  
manager@saniti.co.nz**

**or give us a call:  
03 546 2425**

**SANITI**

**GET**

**INVOLVED**