

SANITI

STAND

for the

EXECUTIVE

COMMITTEE

2024

SANITI STUDENT EXECUTIVE

Are you interested in gaining valuable governance experience?
Do you want to give back to your fellow students and NMIT | Te
Pūkenga community?

You need to be able to:

- Commit time to attend at least 12 meetings per year.
- Communicate clearly and efficiently with the President and fellow Executive members



AS AN EXEC, YOUR RESPONSIBILITY IS TO BE PART OF THE ASSOCIATION'S DECISION MAKING THAT MAKES STUDENT LIFE BETTER

You will:

- Meet heaps of peeps
- Get amongst the awesome SANITI team during events
- You may have opportunities to go to conferences around NZ representing our Student Association
- Have the opportunity to gain a great reference
- Most importantly, have fun! We socialise outside of meetings and always have a laugh.

THE EXECUTIVE IS A GREAT EXPERIENCE, AND YOU NEVER KNOW WHERE SOMETHING LIKE THIS COULD TAKE YOUR CAREER!



Max, started as a Programme Rep and is now on the Tertiary Education Commission Learner Advisory Board, this Board advises government on policies that relate to student life.

WHAT NOW!?



1. Fill out the nomination form and make sure to have **2x students nominations** to support your application
2. Write up to 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.
3. Sign the declaration form
4. Hand application into the SANITI office or email it to barry.lori@xtra.co.nz
5. Candidate information (including your own) will be available to students on Facebook, electronic screens & on the noticeboards prior to the General Meetings
6. **COME TO THE GENERAL MEETING.**
You need to attend the meeting as this is when voting takes place.
AGM 2024 - Tuesday 9th April 12pm Kōwhai Lounge
SGM 2024 - Tuesday 22nd October 12pm Kōwhai Lounge
7. You will be given the opportunity to speak to the students at the GM before voting takes place, so bring your friends along and promote yourself to your peers – the more votes you have the higher the chance you have to become an Exec!

JOB DESCRIPTION

POSITION TITLE:	EXECUTIVE MEMBER
REPORTS TO:	NMIT I TE PUKENGA AKONGA/STUDENTS
LOCATION:	Student Association Nelson-Marlborough Institute of Technology Inc. (SANITI)
DURATION:	April AGM 2024 to April AGM 2025.
HOURS OF WORK:	Monthly Executive Meetings during term time and other hours as necessary.
REMUNERATION:	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:

Training will be provided to be part of the governing body of the Student Association Nelson-Marlborough Institute of Technology Inc. (SANITI). To govern the Association in a proactive and responsible manner;

2. KEY RELATIONSHIPS:

Internal: NMIT | Te Pūkenga Akonga/Students, President, Executive Members, NMIT | Te Pūkenga Staff, SANITI Staff

External: National Body, other Organisations as required

3. KEY RESULT AREAS:

- Commitment to the representation of the interests and concerns of all NMIT | Te Pūkenga ākonga/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 | Te Pūkenga, ākonga/students and the SANITI President
- To assist in providing guidelines and formulating policy for the Association
- Support the President and General Manager to achieve the approved Strategic 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:

- To attend as many (90% minimum) of the Executive meetings as possible. Distant Campus Executives must contribute to (80% minimum) including online.
- To be actively involved in meetings.
- Read the Agenda and Correspondence.
- To implement the 2024 Strategic Plan as per the Constitution
- To ensure the Service Level Agreement with NMIT | Te Pūkenga is implemented, and that the agreed outcomes are achieved.
- To attend training relevant to your position.
- To uphold the values outlined in the 2024 Strategic and Operational Plan.

5. COMPETENCIES:

- Problem-solving/decision making
- Good communication skills
- Self-Management
- Accountability
- Reliable
- Flexible and adaptable
- Understanding and acceptance of the difference between Governance and Management (training will be provided)

6. PERFORMANCE REVIEW:

- A performance review will be carried out in October 2024.

NOMINATION FORM FOR THE SANITI EXECUTIVE

I _____ **(full name of candidate)** hereby accept the below 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 Nelson-Marlborough Institute of Technology Incorporated (SANITI).
I agree to abide by the rules and conditions as set for this election.

EXECUTIVE CANDIDATE

Signed: _____

Programme of study: _____

Student ID Number: _____

Telephone: _____

Mobile: _____

Email: _____

NOMINATOR #1

Name: _____

Student ID Number: _____

Signature: _____

I hereby nominate _____ (name of candidate) for the Student Executive for SANITI from April 2024 to AGM 2025.

NOMINATOR #2

Name: _____

Student ID Number: _____

Signature: _____

I hereby nominate _____ (name of candidate) for the Student Executive for SANITI from April 2024 to AGM 2025.

Declaration to be signed by Nominee (Executive Candidate)

1. I certify that I am an **enrolled student** at NMIT | Te Pūkenga
2. I agree to be **available to attend Executive training** in April 2024 on a date to be confirmed
3. I consent to the disclosure of the above personal details to the Executive and staff of SANIT 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 AGM April 2024 to AGM April 2025.
4. I agree to attend 90% of the Executive Meetings. NMIT | Te Pūkenga 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 _____

Date _____

NOMINATIONS CAN BE:

- Dropped in to the SANITI Office
- Sent to: Returning Officer
 C/- SANITI, Private Bag 19
 Nelson 7010
- Emailed to: barry.iori@xtra.co.nz

This application must be received by the Returning Officer before:

3 pm, Friday 27 March 2024

Incorporated Society Act

Rules regarding Elections and AGM

- “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

For additional information please refer to the SANITI Constitution by emailing manager@saniti.co.nz or on the SANITI www.saniti.co.nz

YOUR 200 WORDS

Handwriting practice lines consisting of 20 horizontal red lines.

This image shows a full page of blank handwriting practice paper. It features approximately 20 evenly spaced horizontal red lines across the entire width of the page, providing a guide for letter height and placement. The background is plain white, and there are no margins, text, or other markings present.

ANY QUESTIONS?

Send us an email:
manager@saniti.co.nz

or give us a call:
03 546 2425

— Get involved —

**MAKE
CHANGE.**



Help students.

JOIN THE  STUDENT EXEC.