

SANITI

**STAND**

*for the*

**EXECUTIVE  
COMMITTEE**

**2026**

# 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?

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



**The Executives' primary responsibility is to make governance decisions which enhance the wellbeing of students on all campuses and support the Association Student President to best represent the needs of all students.**

**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**
- **Chance to represent students on NMIT committees**
- **Have the chance to network with the local community and businesses**
- **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 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. Read the Job Description
2. Fill out the nomination form
3. Sign the declaration at the bottom of the nomination form
4. 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!
5. Hand it into the SANITI office or email it to [manager@saniti.co.nz](mailto:manager@saniti.co.nz)

## **6. COME TO THE SGM MEETING**

This is an important part! You need to come to the SGM on the 21 October at 12pm as this is when the voting will take place.

The candidate information (your name, course and 200 words) will be shared on Monday, 13 Oct on the SANITI Facebook page, electronic screens and on notice boards.

Have a read, and figure out if being an Executive Member is for you! Come along to the SGM, listen to the chat about how SANITI - your student association is doing in 2025 and what we are planning for 2026. Towards the end the election will take place.

You, the candidate 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.

**Remember**, the more votes you have, the higher chance you have of getting elected!

# 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 Jan 2026 to 31 Dec 2026.
<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 and  
SANITI Staff  
**External:** NMIT Staff, 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 General Manager to achieve the approved Strategic and Operational 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 OF A EXECUTIVE MEMBER:**

- To attend as many (90% 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.
- Show 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 2026 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 2027 with assistance of the General Manager.
- To attend training relevant to your position.
- To uphold the values outlined in the 2026 Strategic and Operational Plan.

#### **5. COMPETENCIES:**

##### **Core Competencies**

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

## **COMPETENCIES (CONTINUED):**

### **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 2026



# **NOMINATION FORM FOR THE STUDENT EXECUTIVE**

## This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Student Association of the Nelson-Marlborough Institute of Technology Inc  
Ph (03) 546 2425 | Email: [manager@saniti.co.nz](mailto:manager@saniti.co.nz)  
C/o NMIT Private bag 19, Nelson 7010

## **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 Jan 2026 to 31 Dec 2026.

### **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 Jan 2026 to 31 Dec 2026.

### **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 April 2026 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 Jan 2026 to 31 Dec 2026.
4. I agree to attend 90% 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 the 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)

**This application must be received by the Returning Officer before:  
3 PM, Friday 10 October, 2025**

## **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 on the SANITI website: [www.saniti.co.nz](http://www.saniti.co.nz) or email [manager@saniti.co.nz](mailto:manager@saniti.co.nz).**

## NOTES

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The Saniti logo consists of the word "SANITI" in a bold, white, sans-serif font, enclosed within a white speech bubble shape with a small tail pointing downwards and to the left.

**SANITI**

# **ANY QUESTIONS?**

Send us an email:  
[manager@saniti.co.nz](mailto:manager@saniti.co.nz)

or give us a call:  
03 546 2425

— *Get involved* —

**MAKE  
CHANGE.**



*Help students.*

**JOIN THE  STUDENT EXEC.**