

Te Mana Ākonga Executive Roles and Responsibilities:

Tumuaki Takirua - Co-Presidents

- To hui with businesses/PVC's around necessary topics
- To Chair all meetings with Kaiarahi
- To collaborate and build networks with current partners, sponsors & educators
- To run the floor and ensure all operations are running smoothly and efficiently
- To provide tasks and responsibilities to suitable executive members
- To cover and support kaiarahi with internal issues/investigations (With consideration to being transparent with all executive members on Te Mana Ākonga)
- To work/discuss and meet with National Equity Groups on topics and provide each other with support and advice on approaches, funding, expansion and student wellbeing
- To Present at events & on media platforms on behalf of Te Mana Ākonga (Unless both Presidents agree to allocate that to another Executive member instead)
- To have hard conversations with organisers, Kaiarahi, Businesses, Stalls, kaimahi & tauira across all 8 Associations (If necessary)
- To consistently support executive members and Kaiarahi with any issue, concern or requests where TMA are an appropriate source of advice etc.
- To find alternative options to cater to all Tauira & to find approaches suitable for each situation
- To provide statements on behalf of TMA where it is required
- To encourage growth and push tauira to be the best of themselves
- To find alternative or additional partners/sponsors in support of Te Mana Ākonga and or Tauira Māori/Roopu Māori
- To support and create initiatives for collaboration within Associations, executives, kaiarahi, kaimahi and others (With consideration to all executive members)
- To ensure safety and wellbeing within the executive and Hui Kaiarahi/Te Huinga Tauira events

Kaihāpai Role - Secretary

- To write up and provide minutes for each hui
- To be the main point of contact for administration
- To conduct and finalise forms necessary for election, Life Membership, Registration, Business stall holders etc
- To find funding opportunities
- To prep, design and execute funding proposals and or sponsorship proposals
- To Write up additional Te Mana Ākonga reports for DVC's (With the support of both Presidents)
- To ensure membership documentations are up to date

Kaihāpai Role - Treasurer

- To Provide necessary financial statements & reports when required
- To have an understanding of budgeting and to budget for each kaupapa accordingly
- To work on Xero and prep/organise and finish the financial audit for Deloitte

- To maintain the cards and accounts associated to TMA (Alongside 1 or both President)
- To provide a consistent list of Koha, additional costs and miscellaneous items
- To be willing to present the Financial report at the AGM

Director Roles:

Governance Director

- To consistently revise and review documents necessary
- To look into improvements necessary for the constitution, policies & agreements
- To be able to support the internal governance of each Roopu Māori and provide Governance support where needed
- To run and operate SGM/AGM planning

Social Media Director

- To operate and manage Social media accounts
- To revise and update the website
- To Create a social Media plan and work with volunteers/media enquiries for Huinga or other kaupapa
- To promote and collaborate with all roopu Māori and their own Social Media
- To have visual data of interviews, speeches, live performances & edits of all kaupapa

Cultural Director

- To Provide cultural guidance on all kaupapa
- To plan, execute and prep whakatau/pōwhiri with strong consideration to who may be tangata whenua
- To provide roopu Māori with internal support in regards to customs/cultural approaches or suggestions
- To build a relationship with Cultural Officers and ensure communications/preparations for Huinga & other kaupapa are ready
- To provide support and suggestions around Kapa Haka & Manu Kōrero

