

Position Description | Aro Tūranga

Council Member | Mema o te Kaunihera

Mātahi-ā-te-tau | February 2021

Our Vision | Tirohanga Whānui

UC has a vision of tangata tū, tangata ora, people prepared to make a difference.

Our mission is to contribute to society through knowledge in chosen areas of endeavour by promoting a world-class learning environment known for attracting people with the greatest potential to make a difference.

We seek to be known as a university where knowledge is created, critiqued, disseminated and protected and where research, teaching and learning take place in ways that are inspirational and innovative.

UC aspires to provide all graduates with the opportunity to graduate:

- having mastered their chosen discipline
- employable, innovative and enterprising
- engaged with the community
- biculturally competent and confident
- globally aware.

Council | Te Kaunihera

Te Kaunihera o Te Whare Wānanga o Waitaha | University Council is the governing body of the University. It is responsible for the governance of the University, and its powers are set out in the Education and Training Act (2020). Its powers include the oversight of the institution's policy, granting of awards, financial and capital matters. Council is also responsible for overseeing compliance with the Health and Safety in Employment Act (2015). The Council is chaired by te Tumu Kaunihera | Chancellor. In the absence of the Chancellor, te Tumu Tuarua Kaunihera | Pro-Chancellor deputises.

Tertiary Education Institutions (TEIs) in Aotearoa New Zealand are governed by Councils as outlined in Part 4 of the Education and Training Act. The full Act may be seen at: www.legislation.govt.nz. A simplified translation of the main provisions with respect to Councils is outlined under Roles and Responsibilities below.

Members of TEI councils have roles and responsibilities that are consistent with those of 'governors' in a wide range of public and private sector organisations.

TEI council members also have specific responsibilities that are determined by the nature of their TEI's activities, by the statutes, regulations and systems that the TEI has put in place and by the specific legislative and regulatory requirements of governance in TEIs.

Te Whare Wānanga o Waitaha | University of Canterbury expresses its overall purpose in its Statement of Strategic Intent. It broadly defines the organisation's vision, mission, and strategy. Progress toward these goals will also define the contribution to the Tertiary Education Strategy (TES) and to the wider tertiary education system and stakeholders.

Scope | Te Korahi

In 2019, the University enrolled 14,070 Equivalent Full Time Students (EFTS) annually, generated \$358m in annual income (of which \$34.6m came from research), had responsibility for \$1.377b in net assets and employed 777 Full Time Equivalent academic staff.

Term of Appointment | Te Roa o te Tūranga

Council members (except students) are usually appointed for terms of four years. Reappointment for a further term or terms may be possible, up to a maximum of 12 years. Students are appointed to Council for an initial term of one year and may be eligible for reappointment.

Remuneration | Ngā Utu

Council members' fees are \$20,000 per annum.

Key Accountabilities | Kawenga Takohanga

Meeting Commitments

Full Council meetings are normally scheduled on the last Wednesday of every month from February to November inclusive. Meetings start at 3pm and usually take two to three hours. Additional meetings and workshops may be scheduled for particular purposes.

Papers for Council meetings are sent out on the *previous Thursday* and it is important that members take the time to familiarise themselves with the material prior to the meeting.

Council members may be appointed to a committee of Council. This will involve additional meetings and preparation. Currently the Council has a number of committees, including:

- Audit and Risk Committee
- Council Appeals Committee
- Finance, Planning and Resources Committee
- Honours and Appointments Committee
- Vice-Chancellor Employment Committee
- Executive Committee

Members will be invited from time to time to attend formal and social occasions hosted by the University.

Duties

The key functions and duties of Councils are set out in the Education and Training Act 2020 (Sections 280 and 281.) These may reasonably be translated as follows:

1. Appoint the Chief Executive (Vice-Chancellor) and monitor and evaluate his/her performance
2. Comply with the relevant statutory requirements
3. Influence and approve the strategy, investment plan, business plan and budget

4. Ensure the institution's strategy is aligned with the Tertiary Education Strategy (TES).
5. Ensure there is a sound risk management strategy
6. Approve significant capital expenditure and disposal of significant assets
7. Ensure that an internal audit function is implemented which allows unfettered reporting
8. Ensure that the University works towards Māori achieving educational development aspirations
9. Ensure appropriate communication with key stakeholders
10. Undertake an annual Council performance appraisal
11. Advise the Chair immediately of any potential conflicts of interest
12. Safeguard the culture and values of the institution.

In fulfilling these responsibilities it is appropriate that individual council members inform the wider council about the views of the constituency that lies behind their appointment but, having done so, step back and without pre-determination, act in a manner that is in the best interests of the University.

Note: The composition and membership of Council is determined by legislation and by the Council's own constitution.

People Prepared to make a Difference, Tangata Tū, Tangata Ora

Outcome:

UC achieves its objectives through a culture that positively supports and empowers our people who are prepared to make a difference.

Key Responsibilities include:

1. Commit to developing and supporting a constructive culture at UC. Participate in and promote activities that seek to understand, build and reinforce the desired UC culture.
2. Reinforce UC's commitment to Health, Safety and Wellbeing:
 - Contribute to a safe environment for you, your colleagues, our students, contractors and visitors; engage with and adhere to the University's Health and Safety policies, procedures and guidelines, in addition to Health and Safety legislation.
 - Take responsibility and action when activities or situations compromise safety and/or wellbeing.
3. Respect and embrace Te Rautaki Whakawhanake Kaupapa Māori Strategy for Māori Development and Te Tiriti o Waitangi.
4. Contribute to UC's commitment to inclusiveness, participation, recognition, support, and sense of belonging for all students and staff.
5. Contribute to the sustainability efforts of UC through the responsible use of resources and equipment.
6. Participate in projects and other duties as requested to support UC's success.

Council Member | Mema o te Kaunihera

Professional Knowledge, Skills, and Experience

Council members must:

- Have the necessary skills, knowledge and experience in governance.
- Have the ability to ensure good governance, fiscal responsibility, and academic freedom and excellence.
- Be likely to be able to fulfil their individual duties to the Council.

It is not expected, necessarily, that every council member will be an expert in all areas but rather that different individuals may bring different strengths and perspectives. What is important is that collectively the members of the Council bring the necessary skills, experience and knowledge to govern the University.

Skills and experience in:

- Analysis of complex and multi-dimensional issues
- Interpretation of financial and operating information and trends
- Strategic management and planning, including risk management
- Monitoring strategic, operational and financial performance and trends

Knowledge of:

- The tertiary education sector and universities in particular
- Education and research
- The needs and aspirations of the communities which the University serves
- Stakeholder expectations and perspectives
- Government's tertiary education strategy, priorities and policies.

In addition to the skills and knowledge identified above it is essential that each Council member:

- Understands the place of Te Tiriti o Waitangi in Aotearoa New Zealand, recognising Te Ao Ngāi Tūāhuriri - values, tikanga, kawa of cultural practice and traditions and valuing te reo Māori.
- Is committed to the importance of education and training to social and economic development
- Understands the structure of and inter-relationships within society
- Is able to work effectively as a member of a team
- Has strong communication skills
- Recognises the relevance and importance of internationalisation
- Is able to listen to and articulate the views of stakeholders and constituents whilst acting in the best interests of the University
- Is able to actively participate in Council business, including debating and challenging the views of other Council members, including Te Tumu Whakarae | Vice-Chancellor.

- Acts with a high degree of professional judgment and personal integrity, supporting the smooth working of the Council

Expectations

It is expected that all Mema o te Kaunihera | Council members will have a strong commitment to:

1. Attend meetings and prepare thoroughly for them
2. Participate appropriately in Council deliberations and support the decisions of Council
3. Pursue professional development opportunities
4. Support and promote the University in its activities and functions
5. Participate in the annual evaluation of Council's performance
6. Act without pre-determination and declare conflicts of interest, and
7. Use personal and professional networks to assist the University.

Competencies

These are the abilities, attributes and personal characteristics that the council member will need to consistently display in order to achieve their Key Accountabilities (KAs).

Develop Bicultural Practice

Commits to applying Te Rautaki Whakawhanake Kaupapa Māori Strategy for Māori Development at an individual and operational level. Commits to advancing their personal bicultural competence and confidence.

Advance UC's Student Experience and Service Culture

Takes responsibility for delivering a world-class student and service experience.

Deliver UC's Vision

Aligns efforts and behaviours to UC's shared direction.

Achieve Results

Works constructively to meet or exceed agreed goals.

Engage with Innovation and Continuous Improvement

Supports UC initiatives, identifies continuous improvement opportunities, generates ideas and implements solutions.

Commit to the Continuing Development of Self and Others

Proactively develops knowledge, skills, behaviours and abilities that support UC success.

Be Connected

Develops and utilises collaborative relationships to accomplish goals.