

# Elected Representatives Policy

Approved Date	October 2020
Review Date	October 2021

## 1. Purpose

- 1.1. This policy outlines the responsibilities, honorarium and entitlements of all NZUSA Elected Representatives.
- 1.2. Elected Representatives are those people democratically elected by the organisation's members to represent NZUSA, including the National President and National Vice President.

## 2. Responsibilities

- 2.1. All Elected Representatives shall:
  - 2.1.1. Be elected in accordance with the NZUSA Constitution;
  - 2.1.2. Fulfil the duties and responsibilities stated in the Constitution and job descriptions; and
  - 2.1.3. Act in the best interests of NZUSA at all times.
- 2.2. Elected Representatives shall report regularly to the NZUSA National Executive on their activities.

## 3. Honorarium

- 3.1. Elected Representatives shall be paid an honorarium equivalent to at least the Living Wage per hour, for the number of hours specified in the job description.
- 3.2. All honoraria shall be paid fortnightly to the incumbent's bank account.
- 3.3. All honoraria shall be reviewed every year by the National Executive as part of the budget setting cycle.

## 4. Entitlements

- 4.1. All Elected Representatives are entitled to:
  - 4.1.1. Observe any relevant public holidays and have time off between 27 and 31 December inclusive;
  - 4.1.2. A maximum of 10 sick days;
  - 4.1.3. A maximum of 3 days off for bereavement; and
  - 4.1.4. A 3% contribution towards Kiwisaver.

- 4.2. All full-time Elected Representatives are entitled to:
  - 4.2.1. A maximum of 20 working days of time off per year pro rata; and
  - 4.2.2. A \$1000 allowance paid at the beginning of their term to contribute towards mobile calling and data related costs, or other expenses required to fulfil the job.
- 4.3. Where a full-time elected representee is elected part-way through a year, the allowance will be paid at the direction of the National Executive.
- 4.4. Any requests for time off shall be approved by the:
  - 4.4.1. National Executive for any time off more than three days cumulative; or
  - 4.4.2. President or Vice President as appropriate for any time off for three days or less.