

Taura Representative Agreement Form

(Note: the Student Support Advisor will provide you with a copy of this form.)

SECTION A – My individual details

I agree to my contact details below being shared with my classmates and other Taura Representatives for Taura Rep purposes.

I understand that if I disagree with this requirement, I cannot be a taura representative.

A1	Family name	
A2	First name	
A3	TWoA Student ID no.	
A4	Contact Phone No.	
A5	Contact Email	

Details of class I am the representative for:

A6	Name of programme	
A7	Name of Kaiako	
A8	Site or campus where my classes are held (or if noho only - where my Kaiako is based.)	

SECTION B – My eligibility to be a Taura Representative

I confirm that I:

B1	Am enrolled in the programme and class that I will represent.
B2	Do not have a family or other close personal relationship with the Kaiako of the class I will represent.
B3	Am not a Te Wānanga O Aotearoa staff member.

SECTION C – My responsibilities as a Taura Representative

I agree that I:

C1	Will tell my classmates my contact details above. I understand my classmates do not have to share their contact details with me. If they do, I will not share their details with other people.
C2	Will not approach or contact taura or other Taura Representatives about taura rep business while they are participating in learning activities in the classroom, on noho or other learning situations. I will wait for an appropriate opportunity to make contact at a time that does not interfere with their learning.
C3	Will regularly check with my classmates if they have feedback, they wish me to take further. I will do this during regular class or noho time when there is a break in the teaching or immediately after the class or noho has finished. If I and/or they are unable to talk at that time I will try to arrange another mutually convenient time for us to talk - or we can email each other.
C4	Will bring to the attention of our Kaiako any feedback affecting our class my classmates want her/him to consider. I will do this immediately after the class or noho has finished. If the Kaiako and I are unable to talk at that time, I will try to arrange a mutually convenient time for us to talk - or I will email them.

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C5	Will report back to my classmates the response of our Kaiako to the feedback I raised on their behalf. Contact protocols as for C.3.
C6	Will attend every Taura representative Committee hui – unless I'm unable to for reasons beyond my control e.g. illness etc. If I am unable to attend a hui, I will forward my apologies to the Secretary before the hui. *
C7	Will take to the Taura Representative Committee hui any relative feedback provided by my classmates (Matters that may affect more than one class or the campus as a whole). *
C8	Will report back to my classmates what happened at the Taura Representative Committee hui relating to the feedback I raised on their behalf, and any other matters from the hui I need to tell them. Contact protocols as for C.3. *
C9	Will not become involved with the concerns of a taura who isn't in my class. I will direct them to their own class representative or Student Support Advisor for assistance.
C10	Will not become involved with the personal grievance of a taura. I will direct them to the student support advisor for assistance.
C11	Will not become involved with the personal problems of a taura. I will direct them to the student support advisor for assistance.
C12	Will notify the chair of the Taura Representative Committee* and the Student Support Advisor if I withdraw from my programme or want to resign from my Taura Representative position so my class can elect my replacement.
C13	Will cease to be involved in taura representative business when I am no longer a Taura Representative. I will direct all taura representative related enquiries I receive to the new class representative (if applicable) or the Student Support Advisor.
C14	Will abide by all procedures and protocols set out in the Taura Representatives Handbook.

Taura signature	
Date	

*Not applicable for taura representatives on sites / campuses without Taura Representative Committees – unless they have been able to join a Taura Representative Committee at another site / campus in their area.

