



**Te Akatoki o Te Whare Wānanga o Waitaha
(Māori Students' Association) Incorporated**

Te Akatoki Honorary Policy

Organisation	Te Akatoki o Te Whare Wānanga o Waitaha (Māori Students' Association) Incorporated (Te Akatoki)
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Version	2
Approved by	Te Akatoki Executive
Approval Date	24 August 2026
Owner	Tumuaki, Te Akatoki

1. Purpose

- a) Te Akatoki Executive members and Academic Representatives volunteer on behalf of Te Akatoki, its members, and its stakeholders. Te Akatoki recognises this mahi through honorarium payments.
- b) Effective performance by Te Akatoki requires Executive members and Academic Representatives who are committed, focused, and accountable. Hui attendance and active participation are critical to ensure student representation and input are delivered in relationships with various stakeholders.
- c) This policy clarifies how honoraria for Te Akatoki Executive members and Academic Representatives are structured, approved, paid, and adjusted, particularly in relation to accountability, commitment, performance, and engagement expectations.

2. Application and definitions

- a) For this policy, honorarium means a payment made to recognise voluntary service and contribution to Te Akatoki. Honoraria are not salaries, wages, or market-rate remuneration.
- b) This policy applies to Te Akatoki Executive and Academic Representatives.

4. Policy principles

- **Financial prudence:** Te Akatoki will manage its financial resources carefully and ensure all expenses are necessary, reasonable, and directly related to its purpose and objects.
- **Compliance with legal requirements:** Te Akatoki will comply with New Zealand law. Members and officers of a registered charity or incorporated society must not receive a pecuniary benefit or advantage from their position except where permitted by law and Te Akatoki rules.
- **Transparency and accountability:** This policy details the award and recognition of members of the Te Akatoki Executive and Academic Representatives, ensuring transparency and accountability in the use of Te Akatoki's funds.
- **Equity and fairness:** This policy will be applied consistently and fairly to all Te Akatoki Executive members and Academic Representatives, ensuring no individual receives preferential treatment.
- **Approval and oversight:** All honorarium payments must be approved by the Te Akatoki Executive, and regular audits shall be conducted to ensure compliance with this policy.
- **Ethical conduct:** All Te Akatoki members, including Executive members, are expected to act with integrity and in the best interests of Te Akatoki at all times. Any conflicts of interest must be disclosed and managed appropriately.
- **Regular review:** This policy will be reviewed periodically to ensure it remains relevant and effective, including by incorporating any changes in legal or regulatory requirements.

5. Purpose of honoraria

- a) Honorarium payments are made to officers of an incorporated society to recognise and compensate them for their voluntary services and contributions, acknowledging their time and effort without constituting a formal salary.
- b) The honorarium for each role is not intended to reflect a market rate of remuneration for any waged or salaried role in Aotearoa New Zealand.

6. Conditions of honorarium payments

- a) Te Akatoki recognises that the Executive members and Academic Representatives have study and other commitments. However, to receive the full honorarium, role-holders must meet the minimum performance and engagement standards set out in this policy, their respective position descriptions, the Te Akatoki Code of Conduct, and all relevant Te Akatoki policies.
- b) If the Tumuaki or Tumuaki Tuarua believes that an Executive member or Academic Representative is not meeting engagement or attendance expectations, they may discuss the matter with the role-holder before referring it to the Advisory Board, or interim equivalent, for resolution.
- c) If any Executive member or the Kaihāpai believes that the Tumuaki or Tumuaki Tuarua is not meeting their role obligations, a discussion followed by a written complaint may be submitted to the Advisory Board, or interim equivalent. The Advisory Board, or interim equivalent, will decide whether any further action is required.
- d) Minimum performance and engagement standards apply to all Executive members and Academic Representatives. These standards include:
 - i. lawful performance of role duties, including officer duties where applicable;
 - ii. completion of induction, role reporting, and all required duties in the applicable role description;
 - iii. compliance with the Te Akatoki Code of Conduct and policies, attendance at least 80% of required meetings, and completion of the end-of-term handover process, including the Handover Document template.

7. Approval of honorarium payments

- a) For the first quarter of each financial year, the Executive shall approve honorarium payments in advance for all Executive members and Academic Representatives. If a role-holder gives advance notice of absence or reduced availability to complete work on behalf of Te Akatoki, the Executive shall approve a pro-rated payment.
- b) For the second, third, and fourth financial quarters, honorarium payments shall be approved by the Executive subject to the role-holder satisfactorily meeting the applicable performance standards.

8. Adjustments to honorarium payments

- a) If an Executive member or Academic Representative has not met the applicable performance standards for a period, the Executive may authorise a pro-rated reduction to the relevant honorarium payment.
- b) The honorarium payment rate for Executive members and Academic Representatives must not be increased or decreased during a financial year without the express approval of the Student Levy Approval Board.

9. Payment rate

- a) Honorarium payments for each Executive and Academic Representative role are set at the beginning of each calendar year through the annual budgeting process.
- b) Te Akatoki seeks to maintain parity with UCSA Executive honorarium rates where appropriate, recognising the comparable contribution, responsibilities, and engagement expected of Te Akatoki Executive members. UCSA Executive honorarium contributions are reviewed annually and adjusted to align with the Student Services Levy funding requested for the following year.
- c) **Schedule One** sets out the Te Akatoki honorarium breakdown for the relevant year, based on the applicable UCSA Executive honorarium rates.

10. Payment process

- a) Payments to the Tumuaki, Tumuaki Tuarua (Pāhekoheko), and Kaitiaki Pūtea shall be made fortnightly from the start to the end of the calendar year.
- b) Payments to all other Executive roles and Academic Representative roles shall be made fortnightly after completion of the relevant Executive Induction Programme or Academic Representative Induction Programme.
- c) Withholding tax will be deducted from all fortnightly payments.
- d) **IMPORTANT:** Executive members and Academic Representatives are responsible for paying any ACC levies that apply to them.

11. Review of this policy

- a) The Tumuaki, or their delegate, is responsible for coordinating each review of this policy. Any amendments must be approved by the Te Akatoki Executive together with the Advisory Board or its equivalent before taking effect.

Schedule One

The honorarium for each Executive and Academic Representative role will be determined as follows, provided that the minimum performance and engagement standards are met:

Position	Approximate hours per week	Annual 2026 honorarium
Tumuaki	30 hours	\$40,743.09
Tumuaki Tuarua	20 hours	\$27,581.26
Kaitiaki Pūtea / Treasurer & Secretary	15 hours	\$20,687.01
Pou Ahurea / Cultural Officer	15 hours	\$9,777.11
Other Executive members (exec) and Academic Representatives (non exec)	10 hours	\$6,517.72