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President  
4th Quarter Report 2017  
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## PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

### **2.1 Be the official spokesperson for the Association.**

Over the last quarter I have commented through the media on a number of different topics and through a number of different media outlets including television, radio and print. These topics include, however are not limited to; student initiations, sexual violence and prevention initiatives, changes to student health, course fees, student services fees, the closing of the cook, change of government, CCTV plans and the van giveaway.

### **2.2 In liaison with the appropriate affected parties, coordinate and oversee all Interactions by the Association with other student associations, media organisations, the University of Otago, the Government of New Zealand, local authorities and any other external organisations and their representatives.**

Over the last quarter I have continued to keep in contact and maintain positive relationships with those from media organisations. Continue to meet with many representatives from the University on a regular basis. These include but are not limited to; VC, Chancellor, COO, CFO, Director student services, Proctor, Deputy VC's (external engagement, research, academic), Director Campus and Collegiate life, Manager of University Union, Operations Manager University Union, student health, Director Academic Services and PVC's. Have met with David Clark and Michael Woodhouse to discuss student matters. Have also attended all NZUSA meetings and have met and discussed topics with other student associations there.

### **2.3 Maintain a good working relationship with the Otago Polytechnic Students' Association (OPSA), and coordinate joint activities whenever appropriate and practical.** Have not had any opportunities this quarter to meet with OPSA.

### **2.4 Be the Association's official representative on relevant external boards, committees or executives, including, but not limited to:**

#### **2.4.1 Council of the University of Otago (and requisite sub-committees);**

#### **2.4.2 University of Otago Senate;**

#### **2.4.3 New Zealand University Students' Association's Federation Executive; and**



**2.4.4 Any other national student body affiliate where applicable.**

Have represented OUSA on the Council during the October meeting, however missed the council meeting during November. Am planning on attending the upcoming one in December however. Met with Budget and Finance committee once during the last quarter. Have meet with the UBS board once this quarter. Have meet with NZUSA three times over this past quarter, and have skyped in to the only Finance and Budget meeting for them.

**2.5 Hold membership and, where reasonable, attend all internal committees of the Association**

I have held positions on all internal committees and have so far met with Elections subcommittee, FEC and WelCom. As well as attending all Grants Panel Meetings as best I could. However was unable to attend any others due to other clashes.

**2.6 Be given first opportunity for appointment as a Director of any company where the Association holds the power to make such an appointment, including, but not limited to: 2.6.1 Planet Media Dunedin Limited; 2.6.2 University Union Limited; and**

**2.6.3 University Book Shop Otago Limited Planet Media is NA.**

Have met with the UUL board once during this quarter. Sadly was away for the last meeting with UUL.

**2.7 Chair all meetings of the OUSA Executive and ensure that the standing orders of the Executive are adhered to.**

Have chaired all meetings of the OUSA Executive for the quarter, except for the meeting whilst I was away overseas. Have adhered to the standing orders to the best of my ability, mostly thanks to our fantastic Association Secretary.

**2.8 Ensure that an adequate level of consultation between the Executive and staff is maintained on all relevant matters of interest to the Association.**

I think this is best done through our CEO and through reports to the executive each executive meeting. I think also with a few issues this has been done by meeting with the executive and university staff, such as the CCTV case. And then sending emails to the executive, and holding meetings to discuss all other relevant matters, such as the course fees etc.

**2.9 Where relevant matters arise, prepare verbal reports to the Executive and a monthly written summary for the Executive of all relevant matters of interest to the Association.**



I believe that this has been done best through our exec round up each week. Any other issues that have popped up I have tried to communicate to the exec through email at the time.

## **PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS**

**3.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:**

**3.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;**

**3.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;**

**3.1.3 collecting for the capping charity; and**

**3.1.4 assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.**

There hasn't been any of these events over the last quarter.

**3.2 Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions**

Have been available for all exec meetings except for when I was overseas. Will continue to call in to executive meetings for the remainder of the year.

**3.3 All Executive Officers with control of budget lines, or who have been allocated a budget line, shall maintain detailed budgets and not exceed their budgeted expenditure**

The budgeted line I have under my jurisdiction is the Exec General which I have maintained throughout the quarter. Spending under this line has picked up.

**3.4 All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received**

Although we haven't been keeping office hours this year I have done my best to be in the office as much as possible. I will obviously be trying my best to complete all my work by satellite for the continuation of the year. But will travel back down for University Council and for handover.

**3.5 All Executive Officers shall, every quarter, undertake five hours of voluntary service which contributes to the local community**



Sadly I haven't been able to manage any voluntary hours so far this quarter, but will endeavour to do my best.

### **PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES**

The only University committee that I am apart of is the Code of Conduct Working Party which meet sadly whilst I was away.

### **PART FOUR: PROGRESS ON GOALS**

-work further on a strategy to reduce glass in the area with the proctor and the DCC. Have planned to implement the glass ban initiative for next O week, and the lead into O week. Are putting together a marketing plan, with the proctor working closely with the bottle stores to get them on board.

-continue to reiterate the need for better rubbish collection in the area to the DCC. As well as trying to double to the number of skips in the area to fortnightly.

Have been discussing with the VC to advocate with the council for an increase in the frequency of skips around the North Dunedin area. These talks are ongoing.

-work to clean up the policy problem that we seem to have here but putting forward recommendations to next year's exec.

Sadly this is something that we haven't been able to get around to doing to be fair. I believe that this is something that next year's executive will look to focus on.

-try to work on the mental health issue here in Dunedin to raise better awareness or education around wellbeing.

This has been ongoing discussions with many inside the University. One of the big things to come out of the changes to Student Health is the focus on wellbeing initiatives and education. We recently submitted on the changes to student health and in this made special importance on the need to focus on wellbeing and educational initiatives for students.