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4<sup>th</sup> Quarter Report 2017  
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## **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

### 6.1 Assist the President in their duties.

Hugh and I have a productive and collaborative working relationship, we meet regularly and I provide him advice when required – this usually involves standing orders and the internal policy of the Association. I also provide him ongoing information in regards to other Executive member's projects to ensure that he is in the loop. Likewise he provides me with information on his activities and provides me with guidance when required.

### 6.2 Support the President by maintaining oversight of all executive officers.

Regular meetings have been scaled back as we prepare for the end of the year.

### 6.3 Assume all the powers and duties of the President in her/his absence.

I have assumed Hugh's powers on a number of occasions this quarter (particularly during his international travel). I am currently undertaking Debbie's performance review based on her KPIs, and I was required to make media comments about the Six60 balcony collapse police investigation conclusions.

### 6.4 Where reasonably required, assist the Finance Officer in his/her duties.

The Finance Officer is no longer performing their duties. In this situation Hugh has chaired and led FEC while I have taken the lead on signing off outgoing payment batches and updating creditors on the Finance Officer's behalf.

### 6.5 Be responsible for organising training of Executive Officers.

Not applicable for the fourth quarter – all of the Executive training has occurred. Over the next three months I will pass on recommendations for training to the incoming AVP.

### 6.6 Be responsible for organising Executive Officer attendance at national and local conferences.

I assisted James (current Colleges/incoming Edu) and Cameron (incoming AVP) with trips to NZUSA during this quarter. I also assisted Abigail (incoming welfare) with a trip to a suicide prevention conference in Wellington. Caitlin (current Rec/incoming Pres) and Hugh have arranged their own transport during this quarter.

### 6.7 Ensure that Executive Officers and Committees operate in adherence to the Constitution and Rules of OUSA, and be responsible for coordinating the updating of these when required.

A constitutional breach occurred when we held our AGM on a Friday, this was validated by the student body in a motion during the meeting.

### 6.8 Ensure that Executive Officers and Committees operate in adherence to the Association's Strategic Plan, and be responsible for coordinating the updating of it when required.



The strategic plan is currently being finalised by Deloitte.

6.9 Ensure that Executive Officers and Committees operate in adherence to the Association's internal policies, and be responsible for producing and reviewing internal policies, in consultation with the Executive, staff and other relevant stakeholders.

The Executive Travel Policy was updated at the beginning of the quarter.

The trial submissions period for the referendum was uneventful – in my recommendations to the incoming AVP I will outline my thoughts on the referendum rules within the constitution.

I have completed updating the job descriptions and have circulated these around the Executive. The finalised policy along with recommendations will be provided to the incoming AVP. I am currently working on additional 'portfolio' based job description recommendations and a draft Executive Code of Conduct to be given alongside these (I have contacted other students associations about this and have had no positive responses – I am loosely basing the draft off of the NSW Public Executive Code of Conduct).

I completed a draft honorarium policy and circulated this with the Executive with feedback. I have already received some feedback from Bryn (current Edu) which I will use to revise the policy. This will also be given to the incoming AVP in my handover which I am currently preparing.

I have had early talks with Debbie (CEO) about a possible investment policy and how we could do this internally (or through Deloitte). It is unlikely this will be able to be done in 2017.

I also called the Annual General Meeting and this was held at the beginning of Q4 to meet our Charities' Office requirements.

6.10 Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the Association's internal policies and the university calendar.

All Executive members sit on several University committees. These appointments were made in February with the workload spread appropriately and equitably amongst the Executive. Appointments have been updated as necessary to account for timetabling issues. We have however unfortunately not been able to replace Cody on ITAC following his absence.

6.11 Ensure that Executive Officers and Committees produce and present meeting minutes at Executive meetings.

Executive subcommittees have been presenting regular meeting minutes to the Executive.

6.12 In conjunction with the Secretary, ensure that all members and student media outlets are advised of meeting times, and that the agenda is prepared and circulated beforehand.

I met with Donna regularly to assist in the preparation of the agenda (and supporting documentation), and to assist in the circulation of the agenda.

6.12.1 Where coordination of the Executive elections by the Administrative Vice-President is deemed inappropriate by the Returning Officer, the Administrative Vice-President may delegate this responsibility to any other Executive Officer.



6.13 Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting.

There have been no significant standing order issues to report on for the first quarter of this year.

6.14 In conjunction with the Chief Executive Officer (CEO), ensure the Association abides by all relevant legislation, including, but not limited to, charities and incorporated societies legislation.

There has been no relevant legislative issues during quarter three, and I am satisfied that OUSA is meeting all of its current legal obligations.

6.15 Be a member of appropriate internal committees of the Association including, but not limited to:

- Standing Committee of the Executive; and
- Policy Committee.

I am a member of these committees along with FEC and the Grants' Panel. The latter has stopped meeting for 2017.

6.16 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to.

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Due to the changes in the structure of the Association this is no longer appropriate.

6.17 Chair meetings of the Policy Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.

The Executive Travel Policy was updated based on the Policy Committee recommendations at the beginning of the quarter.

The Job Descriptions Policy has been circulated and I am finalising the version based on the last pieces of feedback to be given to the incoming AVP. This was edited based on PolCom and Executive recommendations.

The Honorarium Policy has been circulated and I am waiting on feedback before finalizing. This was initiated by last year's Executive, involved external consultation, and is largely based on recommendations from this year's Executive and the UCSA model.

I intend on finalizing these two policy documents between the 27<sup>th</sup> and 30<sup>th</sup> of November.

6.18 Where appropriate, seek advice from the Honorary Solicitor on legal matters relevant to the Association.

I have sought legal advice from the honorary solicitor about the implications of referenda questions and haven't required advice in any other capacity. I am meeting with Malcolm for employment legal advice in the coming week.

6.19 Meet weekly with and oversee the functions of all Portfolio Officers.



Weekly meetings have not been maintained this quarter due to a lack of interest from most Executive members and with people leaving / out of the country. I have met regularly with those with ongoing projects / events (particularly NZUSA Congress) when required.

6.20 Be available via cell phone at all practical times.

I am available at all times by cell phone and always aim to respond to emails, messages and phone calls as soon as possible. I provided an Australian phone number while away last week.

6.21 Where practical, work not less than twenty hours per week, from January 1 to December 31.

During this quarter I have worked on average of 20 hours per week and intend to maintain this until the week ending December 17<sup>th</sup>.

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

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

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

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

1.1.3 Collecting for the capping charity; and

1.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.

I assisted with the organization of the second semester referendum with Donna, as well as the Annual General Meeting. I also helped with the setup of the Executive Christmas Party and the cooking at the TRM-Exec function.

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.

I have attended all Executive meetings this quarter. I have with travel to NZUSA congress which could be considered a national campaign given our endorsement of two candidates.

1.2 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.

I do not maintain a budget line but have maintained oversight of the travel expenditure, elections and trainings budget. I have also begun balancing the budgets in the absence of Cody for numerous expenses (that have not been confirmed with



accounts) so that we meet our budgetary obligations.

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

I have not kept records of my office hours but I am available to meet with people physically where practicable or via email and telephone.

- 1.4 All Executive Officers shall, every quarter, undertake five hours of voluntary service which contributes to the local community.

I designed a logo for Te Puna Kaitaka (Māori Pharmacy Students' Association) and brand guidelines. This took approximately 8 hours and was done voluntarily.

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

This quarter I have attend University of Otago meetings for the Environmental Sustainability Advisory Committee and the Health and Safety Committee. I missed the only Health Sciences Divisional Board meeting due to an examination clash. The other meeting was cancelled (November).

I have attended all Finance and Expenditure Committee meetings this quarter.

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

1. Complete the October Referendum and reach a high student turnout rate. This includes coordinating the Annual General Meeting on October 13<sup>th</sup>.

- The Referendum (1350 votes) and AGM (103 individuals) both met quorum, although votes were down in this referendum. This was expected as the first semester referendum had a high voter turnout due to the CCTV questions. The Executive has already acted on the results of this referendum.

2. Review Outstanding Internal Policy

- The Travel Policy was passed at the beginning of Q4.  
- The Job Descriptions Policy is finalised and I am currently preparing a draft Code of Conduct and 'portfolio' recommendations to go alongside this in my handover.  
- I have some additional policy discussions with Debbie about investment remaining but this is not outstanding, so I consider the job essentially finished (apart from the Code of Conduct and portfolio recommendations, this should be drafted by the meeting that his report is read at, so feel free to bring this up!)

3. Complete the policy drafting in relation to the Honarium Working Party.

The Honarium Policy I am waiting on feedback for, but is for all intents and purposes ready to be included in the handover.

4. Complete the policy drafting in relation to the Honarium Working Party.



See point 2 – this should be completed by today.

5. Create a handover document for the incoming AVP to prepare them for the roll.

This is the one goal that I am yet to complete – I expect to have this done by early December and have already arranged meetings with the incoming AVP.

**PART FIVE: GENERAL**

This has been a relatively-quiet quarter, though we have had a lot happen in a small space of time. In my role as AVP I oversaw our final referendum which was quorate and we helped organising an AGM (which also was quorate) so that we could meet our Charities' Commission requirements.

On a Policy front the Executive have ratified the Travel Expenses Policy, while the Jobs Descriptions Policy and Honarium Policies are due to be finalised and included in my handover. Both of these policies required detailed input from current Executive and external consultants. I am only waiting to complete the Code of Conduct / Portfolio recommendations **which should be ready next week when this report is read**. This will mean all outstanding policy is completed for 2017. I have also sorted out the Executive Policy Drive which should be copied onto the main staff drive. Now that is done I intend on updating the Policy Handbook.

I stepped in for Hugh while he was away, assisting with media queries and Debbie's performance review (which should be received during the meeting that this report is read at). I have also taken over for Cody in signing off payment batches and creditor updates.

**GOALS/RECOMMENDATIONS**

GOALS

- 1) Finish my handover document over the next two weeks including attached finalized policy recommendations (Code of Conduct, Job Descriptions, Honarium).
- 2) Updated the policy handbook in line with the updates to the policy folders on the Executive drive (time permitting)
- 3) Assist in any capacity in the absence of the Finance Officer or President until the end of 2017.