



Cody Kirby  
Finance Officer  
4<sup>th</sup> Quarter Report  
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#### **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

- 1.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.

*I have not had the privilege to serve as the organisations acting President nor Vice President as of yet. Should such a time arise I will fulfil the role to the best of my ability.*

- 1.2 Where reasonably required, assist the Administrative Vice-President in their duties.

*This quarter I have not had the pleasure of assisting the Administrative Vice President in his duties, however I have been very grateful for the assistance he has given me to ensure my responsibilities have been met.*

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

1.3.1 Standing Committee of the Executive;

*I have endeavoured to attend and participate fully in as many executive meetings I could.*

1.3.2 Finance and Expenditure Committee; and

*FEC has been held this quarter as needed.*

1.3.3 Grants Panel.

*I endeavoured to attend the final grants meetings for the year.*

- 1.4 Meet Monthly with the Chief Executive Officer to ensure a governance oversight of the Association finances.

*I have met with Debbie when required and have been kept informed about the finances of the association.*

- 1.5 Chair meetings of the Finance and Expenditure 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.



*While there has been less business this quarter, the meetings have taken place as required and the minutes have been submitted to the Executive.*

- 1.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.

*The Investment Policy had been taken to FEC. A consensus was reached that it would tie into the Strategic Plan currently being formulated.*

- 1.7 Maintain a sound understanding of the position of any Association holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.

*I do my best to ensure that all expenses are thoroughly looked over to ensure correct payments are being made. I also ensure that appropriate procedures are being followed. I review the monthly accounts to ensure that information reflects the Association's position.*

- 1.8 Provide briefings to the President and Executive on the Association's business interests when required, and present monthly reports to the Executive on such matters.

*All minutes thus far of the Finance and Expenditure Committee have been received at the Executive Meetings. Where there is a subject of interest to the executive I will explain it in full to keep the Executive informed.*

- 1.9 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.

*The annual audited accounts and the annual report have been finished and passed at referendum.*

- 1.10 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.

1.10.1 Where practical be available to authorise transactions from the Association accounts, as well as bi-monthly tax payments.

*I work closely with the Accounts staff and Debbie to ensure all expenditure is within line and reason. As stated above I read the monthly reports of the organisation. I have endeavoured to be available by phone if not in the office to ensure that I can authorise transactions from the Association Accounts. I am grateful that when I have been unable to fulfil this duty my fellow executive members have been able to assist me.*

- 1.11 Oversee and coordinate the budget revision process prior to the first referenda of that calendar year, and the budget setting process in the latter half of that calendar year.

*Both processes have been completed.*



- 1.12 Where applicable, help Executive Members who are cost centre controllers to create and maintain their budgets.

*Executive Officers have sent through memos detailing their budgeted expenses throughout the year. This allows executive members who are cost centre controllers to create and maintain their respective budgets.*

- 1.13 Ensure that all Executive Officers are familiar with the expenditure process and assist them where necessary.

*When a question around expenditure has arisen, I have endeavoured to ensure that they are well informed of the process. If I have been unable to assist I have forwarded them on to those who can.*

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

1.14.1 University Union Limited; and

1.14.2 University Book Shop Otago Limited;

*To date I have not been appointed as a director of the above companies.*

- 1.15 Where appropriate, seek advice from auditors on financial matters relevant to the Association and from the Honorary Solicitors on legal matters relevant to the Association.

*To date I have not sought the advice of our Auditors or Solicitor.*

- 1.16 Affiliate Recreation, with assistance from the Clubs Development Officer and the Recreation Portfolio Executive Officer.

*While up to this point there are clubs which have been approved affiliation status, I have not been informed of any with accounts or finances that have needed to be checked.*

- 1.17 Ensure that OUSA grants are distributed in accordance with the Association's Strategic Plan.

*The grants have been approved to ensure that they fit in with policy and provide benefit to students.*

- 1.18 Assist and liaise with students and students' associations on University of Otago satellite campuses.

*I have endeavoured to assist as much as possible with the satellite campus associations.*

- 1.19 Be available via cell phone at all practical times.

*I am always available by phone.*



1.20 Perform the general duties of all Executive Officers.

*I have participated and contributed to as many executive events that I was able to.*

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

*I have endeavoured to accomplish this, however this quarter has been much more volatile than previous quarters, and I am extremely appreciative of the support and assistance given by the OUSA family during these times.*

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

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

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

*This quarter none of the events occurred.*

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

*I have not been approached to act as a safety contact any OUSA event as of yet.*

2.1.3 Collecting for the capping charity; and

*I was not approached to collect for the capping show.*

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

*I not involved in these programs this quarter.*

2.2 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.

*I achieved full attendance at our training and have been present for meetings with external parties. I have made full attendance so far for all executive meetings since starting.*

2.3 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.

*I have control and co-authority of the general executive line. I make sure it is monitored and well looked after.*



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

*I regularly check my emails and do my best to ensure that I am available to our accounts staff and other members of the executive in case they have any questions or are in need of an extra hand.*

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

*I have contributed my time to various university and community groups, participating in voluntary events.*

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

*Within OUSA I am on the Finance and Expenditure Committee (FEC), the Policy Committee (POLCOM) and the Grants Panel.*

*I have attended numerous Information Technology Advisory Committee (ITAC) meetings and subsequently have been involved in the Student App process.*

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

*On an operational level, I believe I have fulfilled my goal this year. From the beginning of the year, I took a very involved approach to accountability, pushing for extra measures in the grants policy to ensure that the Association functions effectively. Similarly from day 1 I have adopted a responsibility-focused mentality when reviewing and auditing the Association's finances. The outcome is that throughout the year I was able to bring up and review issues as they arose to ensure that the Association operates in a professional manner and in line with the expectations of students at the University of Otago.*

*I have overseen the budgeting process this year, and while there will always be limitations to what the Association can and cannot do, the final budget is suitable for the state of the Association now. However more long term financial planning is needed to guide the association in the right direction. Unfortunately I have not been able to do much more in this area then start the conversations. The input of an investment policy into the broader strategic plan is one example of this. Additionally I will include context around these discussions into my handover document to ensure they get passed on.*

### **PART FIVE: GENERAL**

*This final quarter has been slower than previous quarters. I did my best to fulfil my role however I would not have been able to complete my time at OUSA, if it was not for the President, Vice President and Association's secretary giving me support and absorbing my responsibilities.*



*I kept up for as long as I could, however my most significant contributions this year have not been during the final quarter. Nonetheless, I have attended meetings as required and given apologies where I could not. I have participated as best I could this quarter and will finish it off by producing a handover document to pass on what I have learnt to those who follow in my role.*

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## **GOALS/RECOMMENDATIONS**

*General Executive recommendations:*

- 1) *Build team cohesion early in the year.*

*90% of the role of an OUSA Executive member is to work in a team. Then it's 8% what you can do and 2% what you know.*

- 2) *In discussions, be clear and stay on point.*

*The Executive face many issues, some political, some social, some internal and some external. It is very important in deliberations to articulate answers so that others around you can understand what you are saying. Similarly, do not get caught up in peripheral issues otherwise the essential point will take years to resolve.*

- 3) *Learn to remove emotion from OUSA*

*This doesn't mean don't care about people. This means to understand the difference between personal and professional. Do not take anything at OUSA personally. Treat everything professionally. Understand that you are doing a job, everyone else is doing a job, and that after you finish for the day, your job is over and you go home.*

- 4) *Play your strengths and do not be afraid to ask for help.*

*If you are a people person then take the lead in the events and campaigns that the Executive hold. If you are a strong debater, then take the lead in the Executive meetings holding fellow executive members to account. If you are an organiser then take the lead during planning sessions. If you are a supporter then be the shoulder your fellow Executive members can lean on. If you aren't the right person for the job and you are finding it difficult, ask for help! We are all good at something, and the a team as a whole is stronger than any one individual.*

### *Finance Officer Recommendations*

- 1) *Be aware of Executive portfolio line spending.*

*There is no established means to monitor what Executive members are spending their allocated budgets on, but as the Finance Officer, it rests on you, in conjunction with the President to ensure this is done responsibly. One way is to submit a memo at an executive*



*meeting obligating Executive members to submit budgets of their planned expenditure for the year to you.*

*2) Take a step back*

*Be involved in the strategic direction of the Association. Focus on the Association's long term goals and prosperity rather than short term gain.*

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