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Welfare Officer
4th Quarter Report 2017
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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, the Administrative Vice-President, the Finance Officer and the Education Officer.*

At present I have not been required to fulfil this duty though would be honored to if required.

- 1.2 *Be a member of appropriate internal committees of the Association, including, but not limited to:*
- 1.2.1 *Standing Committee of the Executive;*
 - 1.2.2 *Postgraduate Committee;*
 - 1.2.3 *Colleges Committee; and*
 - 1.2.4 *Welfare Committee.*

I have attended all executive meetings this quarter.

To date I believe the postgraduate committee has not met but I look forward to being a part of it in due course. I am no longer required to be a part of the colleges committee due to a change in the terms of reference but would love to be a part if required.

I have chaired the final meeting of Welfare Committee which was immediately prior to exams with the Welfare elect also in attendance. It was a good chance to discuss some pertinent issues such as the restructuring of Student Health.

- 1.3 *Chair monthly meetings of the Welfare Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.*

I chaired the final Welfare Committee meeting in October. Due to exams and many students leaving immediately after, this was the last possible opportunity to meet.

- 1.4 *Take direction from the Welfare Committee on all welfare matters relevant to the Association and its members.*

I use the Welfare Committee as a forum for discussion and always take direction with an example being collecting thoughts on the Student Health management of change with this information subsequently being used to form a proposal on behalf of OUSA.

- 1.5 *Where reasonable, ensure that as many different representatives of student welfare issues are present on the Welfare Committee as possible.*



The welfare committee is to be made up of nine members including the OUSA president, welfare officer, another executive representative, one TRM representative, a representative of student support and four general student representatives.

All positions have been filled and I have taken steps to ensure diversity which involved interviewing a number of students and listening to recommendations from other executive members and staff. I also invited the Welfare elect along to the meeting this quarter.

- 1.6 *In order to provide feedback and information, liaise weekly with members of the Welfare Committee, including, but not limited to:*
- 1.6.1 *Disabilities Rep*
 - 1.6.2 *Queer Rep*
 - 1.6.3 *Sustainability Rep*
 - 1.6.4 *Woman's Rep*

N/A – Positions no longer exist

- 1.7 *Where appropriate, act as the Association's spokesperson on all welfare related issues, briefing the President on national and local tertiary sector welfare issues and representing the welfare interests of students on local body committees and boards.*

I speak regularly with Hugh about welfare related issues. Alongside Sage I was also involved in an interview with Radio NZ about mental health in tertiary education which was published in an article and streamed on the radio.

- 1.8 *Actively inform the student body of issues relating to their welfare, via publications, promotions and campaigns.*

I spoke at a student organized forum about the Student Health management of change which involved disseminating the information I had as well as answering questions about services offered by the University and OUSA and how they are working together.

- 1.9 *Maintain a good working relationship with relevant OUSA staff, including the Student Support Centre Manager, Queer Support Coordinator and Advocates, meeting with them weekly where possible and liaising with them on relevant welfare issues as they arise.*

I am constantly in contact with everyone at Student Support. Alongside Sage this semester I have provided feedback on the Flating, Family and Domestic Violence Policy, been interviewed by radio NZ and helped interview for a new advocate position to name a few.

- 1.10 *In consultation with the Student Support Centre Manager, maintain a good working relationship with community organisations and groups that may provide services to the benefit of student welfare.*



This has been less relevant in this quarter but there is continuing discussion around how best to work with Rape Crisis and Student Support is in ongoing communication with organisations which specialize in flatting issues for the flatting expos.

1.11 Maintain a good working relationship with the 'Are You OK?' coordinator to ensure, where reasonable, Executive assistance is available.

I have unfortunately not been available for the Are You OK? events this quarter and thus have not had to liaise with Ella or Sage in regards to this. There have also been very few opportunities for this during the quarter.

1.12 Facilitate a variety of student representation on welfare related University Committees.

I attended one meeting of the Standing Committee of the Sciences Divisional Board as the other was at the same time as another meeting and one of the Sciences Divisional Board meetings as the other was while I was out of Dunedin

I attended two meeting of the Otago Tertiary Chaplaincy Board as well as the Chaplaincy Consultative Body Meeting.

I attended the Ethical Behavior Committee meeting and also had the opportunity to speak to a proposal arguing for the provision of content forecasting for potentially traumatizing subjects such as those pertaining to violence.

I have attended both of the two HUAG meetings this quarter.

The Health Science First Year Board has been disestablished.

*1.13 Maintain a good working relationship with the University, particularly with:
1.13.1 The Director of Student Services; and
1.13.2 The Director of Student Health.*

My main contact with Kim and Karyn this quarter has been in regards to the proposed management of change at Student Health with these discussions involving obtaining an extension for the consultation period to increase the opportunity for students to have a say. In alignment with this I also attended a forum organized by students on this subject and was available to answer questions where possible and help channel the discussion.

1.14 Liaise with the Recreation Portfolio Executive Officer to assist those affiliated clubs that have a focus on student welfare.

I have met again with Students against Sexual Violence alongside Caitlin and Abigail to discuss progress on some of the goals we put in place last meeting. This resulting in me compiling a comprehensive proposal arguing for the use of content forecasting in lectures which I spoke to at the Ethical Behaviour Committee.



1.15 *Be available via cellular phone at all practical times.*

I am consistently available by both email and cellphone when practical.

1.16 *Perform the general duties of all Executive Officers.*

See part two.

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

I have worked at least 20 hours per week and definitely more in some weeks.

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;*

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;*

2.1.3 *Collecting for the capping charity; and*

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

I helped out and volunteered at OUSA Food and Craft Beer Festival both for set up and throughout the actual event.

I helped out with the barbeques for the SGM/AGM.

I have always been available as an extra hand at any other executive run events.

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 have been available for all executive meetings this quarter but have not attended any national conferences

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 presented my budget to Cody and to date have spent under budget. This is likely to change as I am looking for some more furnishings to spruce up the women's room



and the parent's room and will be splitting the remaining budget between outsourcing advertising for Angel Shots and Christmas packs.

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.

Regular and publicised office hours are difficult due to a constantly changing timetable, however, I aim to be constantly reachable by phone or email should a need arise. I constantly check and respond to correspondence as soon as is practical.

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

I helped out as a volunteer for the OUSA Craft Beer and Food Festival throughout the duration of the festival and in the lead up.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I attended one meeting of the Standing Committee of the Sciences Divisional Board as the other was at the same time as another meeting and one of the Sciences Divisional Board meetings as the other was while I was out of Dunedin

I attended two meetings of the Otago Tertiary Chaplaincy Board as well as the Chaplaincy Consultative Body Meeting. These were focused mainly on the hiring of a Māori Chaplain as well as Chaplain cover for the polytechnic.

I have attended both of the two HUAG meetings this quarter.

I attended the ethical behaviour committee meeting this quarter and spoke to a report I prepared on content forecasting which I am in the process of working into a one page summary for presentation to the head of department in English who is currently working on implementing content forecasting.

The Health Science First Year Board no longer exists, however, there is a new committee which is chaired by Harlene Haynes and after meeting up with John Reynolds alongside James, Bryn and the president of OUMSA we have secured a position for James on the committee next year.

To my knowledge there have been no policy committee meetings this quarter.

PART FOUR: PROGRESS ON GOALS

1) Distribute the sanitary items and fully complete implementation of Angel Shots



The sanitary items have been distributed with a thanks to Donna, Caitlin and Eden for the help. Angel shots campaign is being outsourced for design work and will be in place hopefully by O week next year.

- 2) Put together a comprehensive handover document and ensure continuity on some of the initiatives I have started this year

This is in progress.

- 3) Work with Rape Crisis and the University to continue the discussion about sexual safety on campus
 - a) Talk with Sage about incorporation into events
 - b) Work out how to improve awareness of services and increase knowledge around services available for male and gender queer students as well as females

This is an ongoing project which will be continued next year. I had a rape crisis member on my welfare committee this year which will hopefully be continued next year. Angel shots and content forecasting are two other initiatives which hope to help survivors as well as, in the case of angel shots, help students get out of uncomfortable situations.

- 4) Put together exam packs and Christmas packs

Christmas packs are underway alongside Max and the international office. We have scoped out what we would like to put in the packs according to our budget and now just need to bulk purchase the items and packaging.

PART FIVE: GENERAL

I have been involved in meetings with the Pro-Vice Chancellor (Sciences) and the associate dean academic as well as CMAST students in regards to proposed changes to the CMAST degree.

I have helped Sage out with interviews for a new student advocate at the student support centre.

I have met up with Students against Sexual Violence Otago again and discussed progress on objectives discussed at the previous meeting alongside Caitlin and Abigail. This led to producing a proposal for content forecasting to be presented to the Ethical Behaviour Committee with input from SASV.

I have met with a number of students who wanted information on welfare initiatives within the University to help with assignments.

I am still working on putting together a supplementary flu jab proposal based on this year's success, putting together a flattening violence information pack for people named as first contacts in a new policy as well as revamping the women's and parent's rooms.



RECOMMENDATIONS

- 1) Give Thursdays in Black to an OUSA affiliated Thursdays in Black group who are able to liaise with the Welfare Officer
 - a) Welfare Officer should be in attendance at first few meetings
- 2) If possible try get the University to fund free flu jabs through the existing money they give to student health by stipulating this as an expected use/expenditure due to the success this semester
- 3) Try reinstate the microwave in the women's room as it has been near two years since the cookie incident
- 4) Consider a campaign to run alongside Angel shots for the general public about keeping your friends safe

105 words