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Recreation Officer
4th Quarter Report 2017
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

1.1. Promote via publications, promotions and campaigns the existence of, and encourage participation in, clubs, societies and recreation at the University of Otago

This quarter has been a lot quieter for clubs and societies due to exams and students leaving for the end of the year. I have worked with a few clubs through their affiliation process.

Blues and Golds awards was this quarter. We had an amazing performance from our recipient of the University of Otago Graduates' Association 'Outstanding contribution to Arts and Culture' Award as well as an empowering speech from our Sportswomen of the Year recipient. Sarah Taylor put a lot of hard work into making this an incredibly successful event.

1.2. Represent clubs and societies on University and Association committees as required by the Association.

I am currently representing clubs and societies on the Grants Committee. Supplementary to this I am also representing the views of clubs and societies on the wider executive.

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

- 1.3.1. Grants Committee;
- 1.3.2. Blues Panel;
- 1.3.3. Golds Panel;
- 1.3.4. Affiliated Clubs Council.

I chaired one final Affiliated Clubs Council this quarter where we used that opportunity to gather information about what clubs would like for next year and how they found ACC this year.

1.4 Chair meetings of the Grants Committee, ensuring that all interested affiliated clubs, societies, and OUSA members are given the opportunity to apply for OUSA grants.

There has not been any Grants Committee meeting this quarter due to all of the grants money being used up

1.5. Assist the affiliation of all clubs and societies by:



1.5.1. Working with the Finance and Services Officer and Clubs Development Officer in affiliating clubs and societies; and

1.5.2. Working with the International Students' Portfolio Executive Officer and other Executive Officers to facilitate the affiliation of cultural clubs.

This year we have had 16 new clubs affiliate to OUSA. I have worked closely with the CDO to ensure that all clubs have a constitution that covers everything that is required, an updated member list and a suitable AGM

1.6. Maintain a good working relationship with the Recreation Manager and Clubs Development Officer, and where practical, meet with them on a monthly basis.

I keep in regular contact with both the Recreation Manager and the CDO. Our main contact is email but try to pop in to see them both when I can.

1.7. Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to recreation to their attention, and meeting with them on a weekly basis.

I believe I have only had one weekly meeting with the AVP.

1.8. Where practical, work not less than ten hours per week.

I work minimum of ten hours a week.

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 on the OUSA Help Desk 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.

There has only been one event held this quarter and no help was required. I helped recruit people for our AGM which was in October and encouraged people to get out and vote in our second referendum.



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.

My attendance to Executive meetings has been consistent with the weekly (and recently fortnightly) meetings. I have also attended all Executive trainings so far.

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

I spend most days in the Bull Pen and check and reply to my emails regularly.

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

This quarter I have continued with my position on COMSA and I have also helped out at Cancer Society wherever possible

2.5. 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 no present budget line.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I am on the following University of Otago Boards and Committees:

- Commerce Divisional Board
- Limitations of Enrolment Working Party and;
- Library Services Committee
- CCTV Working Party

I am on the following OUSA Committees:

- OUSA Executive
- Grants Committee
- Blues Panel
- Golds Panel
- Affiliated Clubs' Council
- Honorarium Working Party
- Budgeting Committee



This quarter I also sat on the Code of Conduct Committee.

PART FOUR: PROGRESS ON GOALS

Club Mentor Programme:

I am going to collaborate the information the CDO has gathered about where clubs have asked for help over the last 3 months along with the information I have to put together a programme for the incoming recreation officer. So far, I feel as though the most help is needed with constitutions but this could just be solved if clubs checked in with the CDO more frequently.

Mix and Mingle evening:

I held this on the evening of the last day of lectures. About 15 different clubs attended which was an excellent turnout. The feedback I received was that it would be ideal to have an event like this at the beginning of the year as well as at the end. It was a great opportunity for clubs to mix but having one at the beginning of the year would hopefully allow them to do collaborative events.

Blues and Golds Policies:

I have put a lot of work into making changes to these policies so they align. I suggested the AVP take them to Polcom but I do not believe they have met so will suggest they get taking to Polcom first thing next year.

Affiliation Policy:

Unfortunately, I have not had time to work to make changes to this policy so will recommend that the incoming recreation office work alongside the incoming AVP and the CDO to get some changes made to this first thing next year so make the affiliation process easier for clubs.

Handover:

My handover for the incoming recreation officer is currently in the works and I aim to have this completed by December 1st.

PART FIVE: GENERAL

This quarter has been quieter for me as the recreation officer due to clubs leaving and having exams but I have picked up more general exec work. I organised the OUSA Executive Christmas Party. I was grateful for the help of Lucy and Will on the day. Although we got the invitations out early we didn't have a massive turnout but still had good feedback from the event.

I am also currently receiving Cody's emails and have become a signatory for the end of the year as some executive members won't be around towards the end of the year. I have attended NZUSA national executive meetings and Congress. I also attended SJS SGM as Hugh couldn't make it.

TRM AGM was also during this quarter. I attended this alongside William, Donna and Lucy which went for 4 hours.



GOALS/RECOMMENDATIONS

For the incoming recreation officer I would recommend to have a mix and mingle event towards the beginning of the year as mentioned before. I would also recommend to get the affiliation policy looked at before clubs day as there tends to be an influx of club affiliations at that time of the year.

I would suggest to look at the plan I will put together for the mentor programme as this would need to be implemented before semester one especially before club training days because it would be useful to have the mentors introduced at these.

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