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International Students Officer  
4<sup>th</sup> Quarter Report 2017  
Submitted 23-11-2017 at 12:26 am  
1624 words

## **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

### **1.1 Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of cultural diversity.**

I have promoted an environment supportive of cultural diversity during this quarter by way of organising a focus group for international students of varying nationality and degrees to voice their concerns and perspectives. I worked with the staffs at the International Office to achieve valuable feedback from the participants.

### **1.2 Organise and run events of specific interest and relevance to international students.**

Due to the lack of interest during exam months, there has not been a demand for any events of specific interest and relevance to our international students with the exception of the international focus group (IFG) held on the 4<sup>th</sup> of October to the 6<sup>th</sup> of October.

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

#### **1.3.1 International Cultural Council;**

International Cultural Council were not held this term due to the focus on exams during this quarter. The council however has been corresponding informally via Facebook and other means to stay updated on current projects such as the IFG.

#### **1.3.2 Welfare Committee**

There was no meeting that I was aware of

#### **1.3.3 Education Committee**

I have attended the Education Committee meeting this quarter on the 13<sup>th</sup> of October

### **1.4 Chair monthly meetings of the International Cultural Council, 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.**

There has been no demand for any further committee meeting due to the nature of my remaining initiatives. I coordinated mostly with the International Office to organise the IFG which did not

require the involvement of the Committee. I am still in correspondence with the committee for advice where needed.

**1.5 Take direction from the International Cultural Council on all matters relevant to international student members.**

Due to the lack of Committee meeting this quarter and the nature of the remaining initiatives, the Committee had already provided recommendations and feedback from the meetings of previous quarters on matters relating to this quarter, namely the IFG.

**1.6 Work on issues specific to international students at the University of Otago, including, but not limited to:**

**1.6.1 Academic issues within the University; and**

During the focus group sessions, there were a few misconceptions on the academic services that are available within the University. I was able to clarify most of the issues during the 3 sessions. A report on the findings will be made separately and will be attached to the handover document for the incoming executive and for other parties of interest.

**1.6.2 Social and welfare related issues within the University and the wider community.**

Similar to the academic issues above, there were a few misconceptions of welfare related services that are available within the University. Most of which was clarified during the IFG sessions and will be reported on in the IFG report. I was also able to acquire some insight into various social issues experienced by our international cohort during the IFG sessions.

**1.7 Maintain a good working relationship to the OUSA Student Support Centre Manager and Advocates so that the opportunity to share information about academic and welfare issues of relevance to international students is available**

There has not been much communication between myself and the OUSA Student Support Centre mostly because there has not been a need for me to reach out to the staffs at the Student Support Centre. However, I was made aware that very little International Students know about the services that are available at the centre or if it even exists. I plan to forward a copy of the IFG findings to the Centre as reference. I am confident however that there exist a good working relationship with the OUSA Student Support Centre.

**1.8 Maintain a good working relationship with the International Office of the University, sharing information and ideas with them when appropriate.**

I made great progress on the IFG with the help of the staffs at the International Office and other International staffs at the Health Sciences courses. The University staffs have been tremendously helpful and patient with my requests for guidance in running and promoting the IFG. I am

confident therefore that I have maintained a good working relationship with the International Office and will continue sharing information and ideas with the staffs.

**1.9 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to international students to their attention, and, where reasonable, meeting with them on a weekly basis.**

I believe there is good working relationship with the admin vice president. We have not met as often this quarter, but this is due to the lack of issues that required the attention of the admin vice president.

**1.10 Work in conjunction with the Finance Officer, the Clubs Development Officer and the Recreation Portfolio Executive Officer to ensure the affiliation and support of international student groups.**

There has not been much overlap between the three portfolios but where appropriate, I have provided my opinion on matters relating to the Cultural Blues when approached by the Clubs Development Officer and the Recreation Portfolio Executive Officer.

**1.11 Perform the general duties of all Executive Officers**

I believe that I have complied and perform the general duties of all Executive Officers. I have attended most of the Executive meeting this quarter and I have cultivated cultural diversity by collating more information on student experience and to then report on the issues.

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

I am confident that I have worked ten hours per 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 at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;**

There were no relevant activities of note this quarter

**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;**

There were no relevant activities of note this quarter

**2.1.3 Collecting for the capping charity; and**

I was not aware of any collection scheduled this semester.

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

I attended the OUSA Students General Meeting.

**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 session**

I have been present at most Executive meeting and I have attended planning sessions that were held during this quarter.

**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 sent in an annual budget line to Finance Officer and was subsequently accepted. I remain underbudget and have only spent a substantial amount for the voucher reward for IFG participants.

**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 have made myself as available as my timetable allow me to be. Due to the nature of my discipline and my other professional commitment, my office hours are sporadic. I try to respond before 5:00 pm and I spend afterhours and the weekends replying to emails and inquiries.

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

The Welfare Officer and I have been coordinating the purchase of merchandise for the Christmas Pack at the end of the year. These Christmas Packs will benefit the students who are staying back in Dunedin for the summer. I have begun organising the packaging and amount of merchandise for each pack and will begin packing on the 1<sup>st</sup> of December.

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

I have attended the Summer School and Continuing Education Board and the Distance Learning Advisory Board this quarter.

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

The International Focus Group was a success. There were a few faults on my part when trying to give out the vouchers to the participants, but it was later resolved, and every participant received a New World voucher for their contributions.

I am in the final stages of reporting on the finding of the IFG and will attach the report to the handover document for the incoming executive to do as she please with the information. I have been in close contact with Umi and she is made aware of the additional information to come.

The Welfare Officer and I are half way organising the Christmas Packs for students who are staying in Dunedin for the summer. We have acquired quotes from a packaging company and have scouted for Christmas merchandise to be included into the Christmas Pack.

#### **PART FIVE: GENERAL**

I participated at the strategic planning meeting held at Deloitte during this quarter and have voiced my concern on acquiring a better perspective on what students are or are not interested in via focus groups, surveys or other effective research methods.

I have been in close contact with the incoming executive Umi Asaka and have been introducing her to the role gradually. I have provided her with advice on the role and she is made aware of the 2016 handover document and the additional segment from this year.

#### **GOALS/RECOMMENDATIONS**

I plan to complete the remaining of the IFG report and attach a copy of that to the 2017 handover document. Umi has already received the handover document but I have notified her that the remaining IFG report will be finalised by December.

I will also be working towards completing the Christmas Packs latest by the 1<sup>st</sup> of December and will transport the merchandise to the International Office by then.

(70 words)