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

1. Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of postgraduate students.

I continue to maintain relationships with Postgraduate student administrators or affiliated staff members across the university.

I continue to use OUPS (Otago University Postgraduate Society), GRSL (Graduate Research Liaison Committee) and Abbey Collage as my main point of contact on any issues concerning postgraduate students. I continue to contact Postgraduate students through their department-level postgraduate co-ordinators.

I am currently working on a survey that I hope will identify the areas in which OUSA can help to support our non-Dunedin based Postgraduate Students.

I have worked with Caitlin Barlow Groome on a Terms of Reference for the OUSA Postgraduate student committee. The ToR are in draft stage and I intend to send them out for further consultation.

1.1 Work with the University and the Student Support Centre to implement OUSA's policy on Postgraduate Student Representatives.

I attend the Human Ethics Committee (HEC), Senate, Board of Graduate Studies (BoGs), Graduate Research Student Liaison Committee (GRSLC). I always speak to students about any non-confidential matters that may concern them before I attend each meeting.

In November I will sit on the Graduate Research Culture Award panel (facilitated by the Graduate Research School).

In December I will sit on the Masters of Planning Selection Committee (Department of Geography).



1.2 Be one of the Association's representatives on the University of Otago Senate.

I am the Postgraduate Student representative on Senate. I sent in my apologies for one Senate meeting this quarter.

1.3 Where required, assist the OUSA Research and Administrative Assistant to administer aspects of the Departmental Postgraduate Student Representatives system including:

- 1.3.1 Maintaining regular contact with representatives from postgraduate classes or programmes via email or other means; and**
- 1.3.2 Encouraging regular postgraduate class representative meetings, and attend these meetings whenever possible.**

I am able to meet divisional postgraduate student representatives at GRSLC. I use these meetings to stay up the date with the kinds of issues that concern Postgraduate students. I also frequently email the student representatives of GRSLC so that I may gauge their opinions on Postgraduate student issues.

As it stands, there is not a solid Postgraduate Student Class Rep system in place. I have met with Craig Madigan and we discussed how the Class Rep system can incorporate and facilitate Postgraduate student kōrero.

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

- 1.4.1 Postgraduate Committee;**
- 1.4.2 Education Committee; and**
- 1.4.3 Welfare Committee.**

I attended the EduCom Hui this semester.

With the help of Caitlin Barlow Groom, I have fleshed out a Terms of Reference for the Postgraduate Committee. I intend to send the ToR out for consultation.

I am not on the Welfare Committee.

1.5 Chair monthly meetings of the Postgraduate 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.

Not applicable.

1.6 Take direction from the Postgraduate Committee on all matters relevant to postgraduate members.

Not applicable.

1.7 Normally be the Association's representative on the Board of Graduate Studies.

I sent my apologies in for one BoGs Hui this quarter.

1.8 Maintain a good working relationship with relevant OUSA staff, ensuring that information is shared on issues of relevance to postgraduate students.

I have not needed to consult with OUSA staff on any Postgraduate students matters. I have volunteered with OUSA events and student support.

1.9 Facilitate a variety of student representation on postgraduate related University committees.

See 1.2.

1.10 Maintain a good working relationship with the Director of Graduate Research Services and endeavour to meet with them on a monthly basis.

I am working with the GRS on the Graduate Research Culture Award.

1.11 Maintain links with and assist affiliated postgraduate bodies.

I continue to meet with Postgraduate deans and coordinators from different divisions and departments should I need to.

I continue to check in with our non-Dunedin based students (Christchurch and Wellington). I recently co-ordinated a meeting for Hugh Bair with a Wellington-based Postgraduate Student. I received positive feedback from the Wellington and Christchurch postgraduate societies regarding the Silverline festival. The three



postgraduate students that I sponsored to attend the festival told me that they felt inspired to initiate mental health campaigns on their respective campuses'.

1.12 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to postgraduate students to his/her attention, and meeting with them on a weekly basis.

I have been in regular contact with the Administrative Vice President this quarter.

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

I consistently work over ten hours per week.

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 helped out at the Blues and Gold's awards and the OUSA clubs and societies mix and mingle evening. I spent the day shopping, decorating and organizing the OUSA executive Christmas party. I helped with the OUSA AGM Prize draw. I used my personal Social Media accounts to encourage students to vote in the OUSA elections and referendum.

- 1.2 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 sent my apologies in for two OUSA exec meetings this semester and I gave the executive prior notice of my upcoming absence. I intend to attend the OUSA Strategic Planning session on November 24th.

- 1.3 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 regularly check in with the OUSA Accounts team. I have not exceeded my budget.

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

I receive regular emails and phone calls from Postgraduate Students. I am always prompt to respond.

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

I am a Career Peer at the Careers Development Centre.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

This quarter I have attended the following meetings; Board of Graduate Students, Human Ethics Committee, Senate, GRSLC, OUSA AGM and executive meeting, OUSA EduCom.

Following the submission of this report, I will attend; OUSA Strategic Planning, OUSA executive meetings, Graduate Research Student Culture Award [panel], Graduate Research Committee [for academic staff].

I always consult with students before I submit reports or feedback to academic boards.

PART FOUR: PROGRESS ON GOALS

GOALS

- 1) To research the various levels of support that postgraduate students are entitled to.

It is clear that each Postgraduate division, and their subsequent departments, are able to offer different levels of Postgraduate Student support. The University supports Postgraduate Students in a multitude of ways [both financial and pastoral] but there is not a one-size fits all model. Therefore, I changed the scope of this goal to 'how can OUSA support postgraduate students?' In order to reach this goal, I am working with the Student Support Manager on a survey. This survey will identify the areas in which Postgraduate Students most need our help.



I intend to send the survey out to our Dunedin, Christchurch, Wellington and Extramural students. I will offer a small incentive [most likely a 'go in the draw to win' prize] to encourage student participation.

2) To increase the profile of OUSA within the Postgraduate Community.

I intend to work with the incoming OUSA Postgraduate officer on this matter. Through my work with the GRS, especially my position on the Graduate Research Student Culture panel, I have found that many departments host orientation days for their Postgraduate Students during first and second semester. During orientation days, Departments will invite various members of the University community to speak to their students. I argue that this is a great way for OUSA to raise its profile amongst students. Should the incoming Postgraduate Officer agree to it, I hope to contact department postgraduate coordinators and inform them that OUSA would like to have a presence at these events.

PART FIVE: GENERAL

This quarter I have had the pleasure of participating in many excellent general exec events and initiatives. I volunteered for the Blues and Gold Awards and the Clubs and Socs mix and Mingle. I was also able to support Caitlin Barlow Groome on her OUSA Christmas party. I would like to thank Caitlin for organizing three excellent events, two of which successfully connected the OUSA exec with students from our many clubs and societies.

I also attended the Te Roopu Māori AGM alongside Donna Jones, Caitlin Barlow Groome and William Guy. I would also like to thank TRM for their mahi this year, especially for their initiatives during Te wiki ō te reo Māori.

In December I intend to help out where I can with the Graduation parades.

This has been an incredibly rewarding year. I would like to thank the 2017 executive for their support, encouragement and ongoing, yet healthy challenges. Thank you all for showing your support to our Postgraduate students, it has been an honour to work with such inclusive and compassionate individuals. Lastly, I must thank you for constantly defying the millennial stereotype.

I would also like to thank the OUSA staff for the incredible mahi that they do. I am in awe of all of the hard work that you put in, whether its events, media outreach, sales, journalism, math geniuses, design/art work, top-notch radio services, advocacy and support, recreation and/or clubs, poster hangers and reception dwellers, you all approach your work with passion and enthusiasm. Thank you for being a shiny,



wonderful cog in the student experience wheel. To our Association secretary, what can I say, ngā mihi nui ki a koe, you are just incredible.

I wish the incoming exec all the best for their exciting year ahead.

As I will be in Dunedin until mid-December, I still have some time to work on a couple of projects. These will be summarized in the following section.

GOALS/RECOMMENDATIONS

GOALS

1. I am still working towards a Postgraduate Student Survey, as aforementioned in this report,
2. I intend to compile a handover document to the incoming Postgraduate student officer,
3. I will complete a final draft of the OUSA Postgraduate Committee ToR.

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