



James Heath
Colleges Officer
4th Quarter Report 2017
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

1. Duties of the Colleges Portfolio Executive Officer

- 1.1.** Promote via publications, promotions and campaigns support for Residential Colleges and first year students at the University of Otago.

Everything I do in this role, including all promotions and campaigns, has the ultimate goal of supporting Residential Colleges and first year students. Though I have not released any specific publications this quarter I have promoted support for these students through my work as Colleges Officer.

- 1.2.** Where reasonably required, assist the Campaigns Portfolio Executive Officer with their duties.

During the fourth quarter I have not been required to specifically assist the Campaigns Portfolio Executive Officer with their duties.

I did however suggest they collated a report on OUSA's National Elections Campaign so those responsible for OUSA's 2020 National Election Campaign have something to go off. OUSA can only improve if it has something improve on so passing on what worked, what didn't, and what should be improved upon is vital for the association's success.

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

- 1.3.1.** Colleges Committee;

I have been a member of the OUSA Colleges Committee.

- 1.4.** Chair monthly meetings of the Colleges 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.

The Colleges Committee have not met during this quarter as many members have been busy with exams and/or returned home for the Summer. I have made infrequent digital communication with some members.



- 1.5.** Take direction from the Colleges Committee on all matters relevant to Residential Colleges and first year students within the University and the community.

I circulated a survey to the Colleges Committee to gather feedback on how this year has gone in terms of the Committee and what are the areas in need of improvement. This has been valuable when writing my Handover Document for the 2018 Colleges Officer and in general aiding my end of year reflection. Every year will have its faults and it is incredibly important that these are identified.

- 1.6.** Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Residential Colleges to their attention, and where reasonable, meet with them on a weekly basis.

I am professional in my relationship with the Administrative Vice-President (AVP) and, where applicable, have brought issues to their attention. I have always been available and ready to meet weekly with the AVP.

- 1.7.** Via, or in consultation with the Student Support Centre, maintain a good working relationship with the Accommodation Office of the University, sharing information and ideas with them when appropriate.

Though this quarter I have had no reason to call for an individual meeting with Mr James Lindsay, director of Campus and Collegiate Life Services, I still believe I maintain a good working relationship with him and if necessary I could do so.

I also maintain a good working relationship with members of the Inter-College Cultural Competition Committee, who fall under Mr Lindsay. I have previously used these relationships to connect clubs with the committee, potentially positively affecting the Inter-College Cultural Line-up for 2018, and by gaining OUSA a foot in the door with Inter-College events – hopefully something that can be built upon by next year's Colleges Officer as we further involve OUSA in these events. There has not been a lot of movement specifically this quarter however we are soon moving into the planning period for the 2018 Line-up.

- 1.8.** Maintain a good working relationship with the heads of Residential Colleges and their student representatives.

I have maintained a good working relationship with heads of Residential Colleges, meeting and communicating with them where necessary and passing on information about OUSA and hundreds of physical posters and digital assets on a wide range of topics. This quarter I have not communicated with the heads of Residential Colleges as frequently as I have previously however this has been a conscious decision. Throughout this year, as I have



became more familiar with this role, my communication priorities and goals have shifted away from these relationships.

I also maintain a good relationship with Residential College student representatives – particularly through the Colleges Committee. I plan on recommending that the 2018 Colleges Officer places more of an emphasis on these relationships than I did this year.

1.9. Perform the general duties of all Executive Officers.

See Part Two.

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

I am confident I have achieved this.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

2. General Duties of all Executive Officers

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;

N/A

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;

N/A

2.1.3. Collecting for the capping charity; and

N/A

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

N/A

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.

Aside from times of sickness, to this date I have attended every Executive meeting and training and been available for any national conference, national and local campaigns, and planning sessions.



- 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 monitored my budget line and clearly communicated my spending and planned expenditure with the Finance Officer. This year I have been careful with my budget and seen it not as a target but as a limit.

- 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 kept on top of all correspondence received and monitored my emails and phone effectively. I have set aside Publicized Office Hours and, throughout the quarter, have been mostly in attendance of these though have had to miss some due to University meetings or sickness.

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

This particular quarter I did not reach my five hours of voluntary service however across the entire year I have exceeded that required of me by OUSA.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

This quarter I have attended the following OUSA and University formal committees one or more times;

- OUSA Executive Meeting
- Course Advisory Meeting
- Quality Advancement Committee
- BUGS (Board of Undergraduate Studies)
- Student Mobile App Project Steering Committee
- Summer School Board
- Code of Student Conduct Reference Group
- Humanities Divisional Board
- First Year Experience Advisory Board



PART FOUR: PROGRESS ON GOALS

Handover Document:

Over the last few weeks I have been working on my Handover document for the 2018 Colleges Officer, Norhan. I will continue to work on this document after this quarter has finished and plan on finalising it alongside Norhan in early 2018. The point of a handover document is to prepare the next Officer for their term - however we cannot be expected to successfully do this without actually consulting with them.

I see this process as a good opportunity to put into text Norhan's plan for 2018 - providing her not just with a guide from my experiences but also a road map going forward which both of us have worked on.

Colleges Cuddle Fix:

As planned, the final semester of Colleges Cuddle Fix went successfully - again thanks to the brilliant work of the SPCA. I am also potentially working on the idea of a MOU between OUSA and the SPCA around College Cuddle Fixes and have scheduled conversations with their CEO in early January. This could be a fantastic way to cement what is already a strong working relationship and build on what we currently have for years to come.

PART FIVE: GENERAL

In late September I attended the **Academic Quality Agency for New Zealand Universities Support for Quality Conference**, a national conference looking at the various quality advancement methods and techniques within the context of University academic procedures and policy, and the **Student Voice at University Summit**, a summit focusing on student representation within New Zealand Universities.

I also attended **NZUSA Congress 2017** in late November and various informal meetings throughout the quarter including, but not limited to, a review of the OUSA Class Representatives program, preliminary discussions with the Tourism department about providing career opportunities for students, discussions with the University and OUSA Student Support around appropriate language in University communications, and a successful discussion where we secured OUSA a seat on the Health Science First Year Strategic Management Committee.

RECOMMENDATIONS:

The entirety of my recommendations will be included in my Handover document.