

## **I005-2010 Executive Reporting Policy**

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## 1. Purpose

- 1.1 The Otago University Students' Association (OUSA) Executive should engage in thorough and regular reporting on the activities that they carry out so that individuals can be held accountable to both the Executive and the student body.
- 1.2 OUSA Executive Reports are also written as a point of reference for future executive members so that institutional knowledge is retained.
- 1.3 OUSA Executive Reports should provide useful information for the historical record, both for future executives and members.

## 2. Interpretation

- 2.1 In this policy, unless the context otherwise requires –  
**Executive Officer** means a member of the OUSA Student Executive.

## 3. Reporting Procedure

- 3.1 Honoraria shall be paid ~~at the frequency stipulated by a Resolution of the Executive, in quarters following the passing of each report, except for those of the President, Finance Officer, Education Officer and Welfare Officer as outlined in Section 5 of this policy.~~
- 3.2 Reports shall be submitted by every Executive Officer four times a year for consideration by the Executive. The dates at which reports are due will be set by the Executive at the start of the year.
- 3.3 The dates may be altered by motion of the Executive.
- 3.4 Reports shall be submitted by the due date to the Secretary.
  - 3.4.1 Reports not submitted by the due date shall not be considered by the Executive until it has been received by the Executive and noted as being late.
- 3.5 Reports shall be submitted in electronic form which is accessible by the Secretary.
- 3.6 The Executive shall consider all reports at the next available Executive meeting.
  - 3.6.1 No report shall be considered where an Executive Officer is unable to attend the meeting.
  - 3.6.2 An Officer may attend the meeting through a live telecommunications link provided they can:
    - 3.6.2.1 Hear the entire debate and motions;
    - 3.6.2.2 Contribute to the meeting by speaking, putting motions and voting; and
    - 3.6.2.3 Have full access to any materials placed before the meeting.
  - 3.6.3 Should a report be unable to be considered due to an executive member's absence, it shall be considered at the next executive meeting the absent member is able to attend.
- 3.7 The Executive may, with permission of the Executive Officer whose report it is being considered, consider the report in the Executive Officer's absence, provided that the Executive is satisfied the report requires no further explanation.

#### **4. ~~Passing of Reports~~Report Requirements**

- ~~4.1~~ All reports shall be set out in the format prescribed by the Report Template Document.
- ~~4.21~~ ~~Except for the President, Finance Officer, Welfare Officer, and Education Officer, reports shall be:~~The reports of the Post Graduate Officer, the International Officer, the Recreation Officer, the Campaigns Officer, and the Colleges Officer shall no more than 2000 words.
- ~~4.3~~ The reports of the Administrative Vice President, the Finance Officer, the Education Officer, and the Welfare Officer shall be no more than 2750 words.
- ~~4.4~~ The report of the President shall be no more than 3500 words.  
~~4.4.1~~ ~~No more than 2000 words;~~
- ~~4.52~~ The first report by an Executive Officer shall have an additional 500 word limit for goals, which will not be considered part of their report, but will be noted.
- ~~4.63~~ The last report by an Executive Officer for any given year shall have an additional 500 words for recommendations for future holders of that position.
- ~~4.74~~ Reports shall be written in a manner and style that reflects the need for those outside of the Executive to read and understand them, both now and in the future.
- ~~4.85~~ Offensive language shall not be used in reports.
- ~~4.96~~ Reports shall closely reflect the requirements set out in the Executive Position Description Policy.
- ~~4.107~~ Reports shall consider:  
~~4.107.1~~ Duties assigned by the OUSA Constitution;  
~~4.107.2~~ All duties assigned by the Executive Position Description Policy; and  
~~4.107.3~~ The strategic objectives outlined in the OUSA Strategic Plan.  
~~4.107.4~~ Attendance and involvement in OUSA and University committees;  
~~4.107.5~~ Progress in any Executive determined portfolios or assigned areas of responsibility;  
~~4.107.6~~ Progress on Executive and personal goals set for the year and any changes to these goals; and  
~~4.107.7~~ Any regular contact hours, including time and location information of such contact.
- ~~4.118~~ Reports shall not include discussion of  
~~4.118.1~~ OUSA staffing issues, except for those positions that contain a staffing function and even then only in a general fashion;  
~~4.118.2~~ Personal issues; and  
~~4.118.3~~ Issues or work unrelated to OUSA or done outside of the reporting period.  
~~4.118.3.1~~ The reporting periods are from January 1 to the first due date the day following the first due date to the second due date inclusive, from the day following the second due date to the third due date inclusive, and from the day following the third due date to December 31.  
~~4.118.3.2~~ In the case of the last report, reports may include issues or work which will be undertaken after the fourth reporting due date.
- ~~4.129~~ If there is nothing to report on an area then this should be stated and if stated should include a reason.

## **56. Passing of Reports**

- 56.1** The Executive shall only pass reports if they comply with all of the guidelines within this policy.
- 56.2** Executive members may leave the room while the Executive votes on the passing of their report.
- 56.3** Where an exemption from this policy is given, it must be stated at the time of the passing of the report along with the reasoning.
- 56.4** Where the Executive has concerns over an Officer's report they may:
  - 56.4.1** Include directions to that Officer in the motion concerning the report; or
  - 56.4.2** Inform the Officer of those concerns after the meeting.
- 56.5** When considering reports, the Executive may:
  - 56.5.1** Pass the report and pay the Officer their honorarium;
  - 56.5.2** If the report fails to comply with this policy, request that it be re-submitted;
  - 56.5.3** If the report complies with this policy, but the Officer has not fulfilled the requirements of their position, pass the report if it accurately reflects this, and pay the Officer a reduced or zero honorarium.
- 56.6** In the event that a report is not passed, the Officer shall then be given a reasonable period of time in which to re-submit another report and if necessary bring work up to standard.
- 56.7** Should the reports of the President, **Administrative Vice President**, Finance Officer, Education Officer or Welfare Officer fail to pass when considered, their honorarium shall be suspended until a report is re-submitted and passed by the Executive.
  - 56.7.1** In the case of a re-submitted report passing, back pay shall only be given at the discretion of Executive.
- 56.8** Reasons must be given to an Officer within a reasonable amount of time if their report is not passed and these reasons must be minuted.
- 56.9** When a report is not passed the reasons should not be minuted if the Officer requests an exemption and the minuting of reasons would:
  - 56.9.1** Be a breach of privacy of the Officer.
  - 56.9.2** Have undue legal or financial consequences for the Officer.
  - 56.9.3** Be unduly harsh in the circumstances.
- 56.10** Reports that have been passed shall be made available on the OUSA Website, and shall be made available to students for the rest of the year.
- 56.11** An electronic copy of all passed reports shall be submitted to Critic.

## **67. Related Policies, Procedures and Forms**

- 67.1** Constitution and Rules of the Otago University Students' Association Incorporated
- 67.2** OUSA Strategic Plan
- 67.3** Executive Job Descriptions Policy
- 67.4** OUSA Reporting Template Document