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First Quarter Report 2018  
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## **Part One: Executive Officer Position Description Duties**

### 6.1 Assist the President in their duties.

Caitlin and I have a productive and professional working relationship. We often delegate tasks to each other and offer each other advice on how to deal with certain situations.

### 6.2 Support the President by maintaining oversight of all executive officers.

I report to Caitlin once per week to discuss all Executive Officers' projects and progress, as well as my own projects and progress. Caitlin holds me and my oversight of all Officers to account and I appreciate the professionalism involved in these discussions. Caitlin often gives me advice on how to manage myself and other Exec members. This keeps her in the loop about the Executive's activities without impeding too much on her time. So far this process has been efficient and worthwhile.

### 6.3 Assume all the powers and duties of the President in their absence.

Only happened on a couple occasions. Both of which Caitlin was away for only one day. As she could sufficiently perform her duties by correspondence and did not have any scheduled meetings I did not have to assume her powers and duties.

### 6.4 Where reasonably required, assist the Finance Officer in their duties.

Sam and I have a productive and honest relationship. I have not substantially had to assist Sam in his duties as he has his role under control. However, we often bounce ideas off each other and offer one another advice regularly.

### 6.5 Be responsible for organising training of Executive Officers.

I booked and organised the logistics (including cultural observances) of Retreat in February. Caitlin organised the planning and training sessions given her contact with Pete and recent NZUSA President's training. Caitlin also had the contacts for Exec training with Alison Stewart so organised that also. I organised the Exec self-care workshop with Sage. I would recommend to subsequent Executives to organise retreats. It was invaluable for team-building.

### 6.6 Be responsible for organising Executive Officer attendance at national and local conferences.

There has only been one NZUSA conference thus far and have organised flights, accommodation and shuttles accordingly for Sam and Abigail.

### 6.7 Ensure that Executive Officers and Committees operate in adherence to the Constitution and Rules of OUSA and be responsible for coordinating the updating of it when required.



Every Executive Officer is extremely competent in adhering to the Constitution and Rules of the Association. There have been a couple of occasions where I have ensured that Committee Terms of References are properly adhered to.

I have already found a dozen or so Constitutional changes that will likely be included in the May referendum. The most important of which are **1.** Updating Constitution so that Te Roopū Māori President presents their report quarterly in accordance with the Te Roopū Māori Constitution. **2.** Making all pronouns gender-neutral. **3.** Extending the nomination period for elections if there is a casual vacancy.

I also tidied up all of the formatting of the Constitution (will be formally implemented when updated Constitution is registered later this year).

Policy Committee will be charged with recommending any other urgent changes to the Executive. Once these urgent changes have been put to the Student Body, the Constitutional Review Committee will systematically review the Constitution and recommend any changes to Policy Committee.

6.8 Ensure that Executive Officers and Committees operate in adherence to the Association's Strategic Plan, and be responsible for the updating of it when required.

This was fleshed out at Retreat where all of our Exec projects are/will be coordinated with the objective of fulfilling a section(s) of the Association's Strategic Plan.

The Strategic Plan was outsourced and updated last year and provides direction for this year. I will, if the elements of the current strategic plan are met, in conjunction with the CEO, be responsible for updating it later this year.

6.9 Ensure that Executive Officers and Committees operate in adherence to the Association's internal policy, and be responsible for producing and reviewing internal policy, in consultation with the Executive, staff and other relevant stakeholders.

6.9.1 Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the association's internal policy and the university calendar.

This has been done on several occasions so far. All Executive Officers are operating in adherence with policy, the Constitution and the University calendar.

A systematic review of all the Association's policies is under way. Policies updated/created so far are: *OUSA Elections Review Committee Terms of Reference, Constitutional Review Committee Terms of Reference, Executive Reporting Policy, and Policy Committee Terms of Reference.*

A swamp of recommendations will be presented to the Executive from Policy Committee in the coming weeks and months. The Reporting policy has been updated to allow for all Executive Officers to be paid honoraria fortnightly. This is one of the steps involved in observing the October referenda results and Executive motions in the same year. I am working on two versions of the proposed Honoraria policy in preparation for varying results in the May referenda. One of these will be implemented as soon as the results are in. The aim of this is to increase Portfolio Executive Officers' pay rate to be on par with 20 hour positions'.

I am currently working through updating all policy to include gender-neutral pronouns.



After consultation with OUSA clubs, the Grants Policy will be updated and likely split into Terms of Reference and a separate policy to maintain order and consistency.

Policy Committee is currently making sweeping changes to the way OUSA policy is structured, ordered and categorised. We have already found a large amount of crossover in policy which will be either be amalgamated, amended or rescinded entirely. We have already found several policies which do not need to be active as they are not relevant and confuse the day-to-day operations of the Association. The CEO Debbie Downs will review the operational policies as they relate to employment. Such policies will still come through Policy Committee for discussion and the Executive for finality.

Policy Committee has already conducted a brief review of all the Association's policies. A myriad of changes will soon follow.

6.10 Ensure that Executive Officers and Committees produce and present meeting minutes at executive meetings.

This has been happening regularly and Exec Officers have been very efficient in tabling their reports to meeting agendas.

Minutes are tabled within two weeks of the respective meeting taking place. While this has been made clear, in future I will follow-up on such more periodically.

I coordinated the appointments of Executive members to various committees.

6.11 In conjunction with the Secretary, ensure that all members and student media outlets are advised of meeting times, and that the agenda is prepared and circulated beforehand.

This has happened weekly. I assist Donna with preparing the agenda and attaching supporting documentation. We have a stable system in place with setting the agenda.

6.12 In conjunction with the Secretary, coordinate meetings of the Student Forum, referenda and, where appropriate, elections of the OUSA Executive.

6.12.1 Where coordination of the Executive elections by the Administrative Vice-President is deemed inappropriate by the Returning Officer, the Administrative Vice-President may delegate this responsibility to any other Executive Officer.

Referenda coordination is underway with the dates now set. Most of this work will be done in the coming weeks. We have had no student forums as of yet. One will be organised to discuss the referenda questions.

Implementation of AV election system is progressing at a quick pace. I have been working alongside Janine Hayward and Blair Hughson to implement best-practice systems which will increase engagement as well as being clear and transparent for students.

The Elections Review Committee is now established. Most of its work will be done in the coming weeks and months. I have made some traction on increasing visibility of elections by making contact with property services. I have and still am reviewing (as well as with Review Committee) the Elections Policy and Rules.

6.13 Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting.



I have not had any need to give such advice as of yet, except for they are extremely outdated and will be brought to Constitutional Review Committee for an overhaul.

6.14 In conjunction with the Chief Executive Officer, ensure the Association abides by all relevant legislation, including, but not limited to, charities and incorporated societies legislation.

The Association has abided by all relevant legislation in the first quarter. I have not had to intervene in any instances as of yet.

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

6.15.1 Standing Committee of the Executive;

6.15.2 Policy Committee.

I am a member of both.

6.16 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:

6.16.1 Planet Media Dunedin Limited.

I am not a director of any company.

6.17 Chair meetings of the Policy Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.

Policy Committee meets fortnightly. All of the above has been satisfied.

6.18 Where appropriate, seek advice from the Honorary Solicitor on legal matters relevant to the Association.

I have only had to seek advice on a potential breach of the Constitution. An increase in honoraria amounts was validated last year by referenda and Executive resolution. However, no such extra money was allocated to honour this increase. To move money across budget lines for the purpose of Executive payments would breach the Constitution. This potential breach will go to the Student Body in the May referendum to either permit or to not permit an increase in honoraria this year.

6.19 Meet weekly with and oversee the functions of all Portfolio Officers.

Weekly meetings have been going well. Most Executive Officers have been excellent at being punctual and keeping the meetings weekly. This takes up a significant portion of the work week. Now that we are into semester, each meeting is shorter and more to the point.

At each meeting, I ask for action points – where each Officer indicates what they would like to have achieved by the same time next week. This has been a useful tool for keeping everyone, including myself, on task.

6.20 Be available via cell phone at all practical times.

I have been available at all practical times.



6.21 Where practical, work not less than twenty hours per week, from January 1 to December 31.

I have been working every week for no less than 30 hours since the Association opened for the year (8 January). I believe that to fulfil the job requirements of this position (not limited to those stipulated in the job description), an average of 30 hours work per week is necessary.

**Part Two: General Duties of all Executive Members**

3.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:

- 3.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;
- 3.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;
- 3.1.3 Collecting for the capping charity; and
- 3.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.

I have volunteered for OUSA at every possible opportunity this quarter. I volunteered two days on the Tent City marquee (as well as packing it up), all Summer in Duffers events except movie night, Are You Okay? Two nights of Orientation, Leith Liquor Glass Ban BBQ two days, other pop-up BBQs during and after O-Week (SSC BBQ), flatting packs drop. On 18 March I volunteered for the Executive Castle Street clean-up.

I have organised the Capping Charity progress thus far. I am in the process of organising events with the Sophie Elliott Foundation on campus during capping season.

I have already discussed the progress with elections.

3.2 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 have attended every Executive so far excluding the meeting held on 28<sup>th</sup> March 2018.

I attended all training sessions including Retreat, media training, managers training, self-care workshop, Are You Okay? training, accounts training with Karen (former accounts manager), training with Alison Stewart and health and safety training. I attended NZUSA Congress at the end of last year which has significantly contributed to my training as an Executive Officer.

We have only had two planning sessions (presenting the progress on our project plans) which I have attended and contributed to.

3.3 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.

Not applicable for my position.

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



Every Executive Officer's hours are publicised on the OUSA website. I have had office hours every week. I have also attended all of my reception hours this quarter.

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

I have contributed approximately 80 hours of voluntary service to the University Grange Cricket Club in the previous quarter. This has been through either my duties as Club Coach, administrative duties - including creating a Club Constitution - or as a general volunteer at Club events or fundraising ventures.

### **Part Three: Attendance and Involvement in OUSA and University Committees**

This quarter I have attended all Finance & Expenditure Committee meetings, Policy Committee meetings, and Grants Panel meeting. The University Committees I am appointed to are yet to meet.

### **Part Four: General**

This has been an extremely busy quarter. Most of my activities have already been outlined above. It took me a couple weeks to get used to the processes and structures of the organisation. Most of this time was spent cleaning up the policies – finding lost but active policies and removing double-ups in the shared drive.

I met with an association member regarding an issue the association had with Ritchies Bus service. I conducted research into this and escalated it to Critic. However, the member since decided not to go further with this.

I organised blurbs, reception hours and office hours to be publicised on the OUSA website. This took a small chunk of time as everything had to be coded by virtue of its design. Sam has now taken responsibility of the website.

Myself and Caitlin have been in correspondence with Hilary Phipps from the University sustainability office regarding the Green Impact scheme and the University's commitment to certain sustainability goals. The results from this will become evident in the second quarter and throughout the rest of the year. In conjunction with this, I have organised for *The Rubbish Trip* to present at the University on 26 April.

Preparation for ANZAC Day service on 25 April has begun which I am involved with.

### **Part Five: Goals**

I have three main goals for the year.

#### 1. Reform OUSA elections.

I have already made significant progress on this, some of which is discussed later in this report. I have conducted significant research into the implementation of AV election system as well as starting to develop what that will look like on the electronic ballot.



The Elections Review Committee is set up and ready to meet. This will review all relevant policy and current procedure.

Come voting week, I would like campus to be covered in OUSA green so that any confusion or unawareness of elections is avoided. I plan to meet with property services in the next few weeks to get the ball rolling on this. I would like every Executive position to be hotly contested, with ideally a minimum of three candidates running per position. I will actively engage with cultural clubs, Student Support Centre (SSC) and other affiliated bodies to empower minority groups to run for the OUSA Executive.

A new AV system, increased engagement (6000 voters) / position contention, and minority empowerment are my objectives under this goal.

Most of the groundwork for this project will be completed by the end of July.

## 2. Executive restructure

I have already started on this by assorting job description responsibilities into objective categories as well incorporating what responsibilities should and could be included in such categories. Consultation with the University will take place in terms of what responsibilities they forecast may become important in the next few years (ie. a technology portfolio). I have a meeting scheduled with the Vice-Chancellor next month regarding such forecasts.

I will also have discussions with other associations about how and why they have their current Exec structures.

All proposed changes will be decided upon in time for the second referendum.

## 3. Overhaul policies and clean up Constitution

All urgent constitutional changes will be brought to the Student Body in the May referendum. The Constitutional Review Committee will then convene to review the Constitution in its entirety. Proposed changes will then be brought to the Student Body in the second referendum.

All policies are getting a massive overhaul this year. Some of the work has already been done. Groups of twos or threes are bringing one policy to each meeting recommending changes. Policies requiring urgency are being treated with such.

All policies will be re-ordered a clear and coherent way. Some will likely be rescinded entirely and others merged for the sake of clarity.

By 2019 it should be easy to follow all policy and obvious if policy is breached. As it currently stands it is impossible not to breach policy by the Association simply operating. This is by far the biggest task this year.