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1st Quarter Report 2018
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

- 1.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.

I have not had to serve as either the acting President nor Administrative Vice-President of the Association. If the situation does arise, I will endeavour to assume the powers and duties to the best of my ability.

- 1.2 Where reasonably required, assist the Administrative Vice-President in their duties.

This quarter I have assisted the Administrative Vice-President by taking over the duty of updating the Executive page on the Association's website. I have added new content, regularly uploaded Executive news articles and updated relevant information.

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

- 1.3.1 Standing Committee of the Executive;

I have attended all Executive meetings to date and contributed where appropriate.

- 1.3.2 Finance and Expenditure Committee; and

I have organised and chaired five Finance and Expenditure Committee meetings this quarter. To prepare for these meetings, I meet with the Chief Executive Officer to discuss relevant matters relating to this committee. I have been impressed with the contributions members have made so far and am optimistic about the output this Committee will achieve.

- 1.3.3 Grants Panel.

I have attended all Grants Panel meetings to date and contributed where appropriate.

- 1.4 Meet monthly with the Chief Executive Officer to ensure a governance oversight of the Association finances.

I have organised a weekly formal catch-up time with the Chief Executive Officer to ensure I am kept up to date with the Association's financial matters. I also meet the Chief Executive Officer informally when I have questions or when issues arise.

- 1.5 Chair meetings of the Finance and Expenditure 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.

I have chaired all of the Finance and Expenditure Committee meetings this quarter. I usually set the times for the next meeting at the end of each meeting and ensure agenda items are collated and given out to members before each meeting. The minutes from each meeting have been submitted at the following Executive meeting.

- 1.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.

This process has not occurred yet, however some ideas regarding future investment have begun to formulate in the Finance and Expenditure Committee.

- 1.7 Maintain a sound understanding of the position of any Association holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.

I check through and sign off the Association's invoices fortnightly to keep an eye on where money is being spent. I review the monthly accounts and follow up if any issues arise. I actively communicate with the Chief Executive Officer or the Accounts team to ensure procedures are followed and I am kept up to date with the Association's finances.

- 1.8 Provide briefings to the President and Executive on the Association's business interests when required, and present monthly reports to the Executive on such matters.

The minutes of every Finance and Expenditure Committee meeting have been presented and received at Executive meetings. Where appropriate, I have explained the content in more detail.

- 1.9 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.

The accounts are currently being audited.

- 1.10 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.

I monitor the monthly spending of the Association and raise any questions I have with the Accounts team. I have requested projected budgets from all Executive Officers so I can follow their spending during the year.

- 1.10.1 Where practical be available to authorise transactions from the Association accounts, as well as bi-monthly tax payments.

As mentioned before, I authorise the fortnightly payments and aim to be in the office most days to authorise any urgent transactions.

- 1.11 Oversee and coordinate the budget revision process prior to the first referenda of that calendar year, and the budget setting process in the latter half of that calendar year.

The budget revision process has not occurred yet.

- 1.12 Where applicable, help Executive Members who are cost centre controllers to create and maintain their budgets.

As mentioned, I requested all Executive Officers send me a projected budget for the year. I have worked with several members to create this. With this projected budget, I will be able to see how Executive spending is tracking and have a fair idea of where funds will be spent. I will communicate with the relevant Officers if any issues arise from their spending.

- 1.13 Ensure that all Executive Officers are familiar with the expenditure process and assist them where necessary.

I am always available to answer any questions about the expenditure process and have answered many questions to date. If I am unsure about a process, I discuss it with the Accounts Team or the Chief Executive Officer, then pass that information on to the Executive.

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

- 1.14.1 University Union Limited; and

I have been appointed as a Director of the University Union Limited company.

- 1.14.2 University Book Shop Otago Limited;

I am not a Director of this company.

- 1.15 Where appropriate, seek advice from auditors on financial matters relevant to the Association and from the Honorary Solicitors on legal matters relevant to the Association.

I have not had to seek external advice thus far.

- 1.16 Affiliate Recreation, with assistance from the Clubs Development Officer and the Recreation Portfolio Executive Officer.

The Recreation Officer and Clubs Development Officer deal with most of the affiliation. I am able to provide assistance if necessary.

- 1.17 Ensure that OUSA grants are distributed in accordance with the Association's Strategic Plan.

I sit on the grants panel and contribute where appropriate. If there is any deviance from the strategic plan I will raise my concerns.

- 1.18 Assist and liaise with students and students' associations on University of Otago satellite campuses.

I have not had to assist as of yet but will be visiting the Southern Campus at some point this year.

- 1.19 Be available via cell phone at all practical times.

I am available to contact during reasonable hours.

1.20 Perform the general duties of all Executive Officers.

I have helped out with the majority of Executive events to date. I assisted at tent city, was an 'Are You OK?' volunteer during Ori, helped at the International food fest as well as the Street Clean-Up.

I have attended all meetings so far (Executive, internal committees, individual). I have performed the administrative functions related to my role as well as my general Executive duties. I ensure that I complete these tasks to the best of my ability.

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

Help

Over this quarter, I am confident that I have worked on average 20+ hours a week. This has consisted of meetings, preparation for role, helping out at events, role specific tasks and research among other things.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

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

1.22.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;

I assisted at tent city, was an 'Are You OK?' volunteer during Ori and helped at the International Food Festival. I also attended all of the Summer School BBQ's.

1.22.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;

I was have not been asked to be a safety contact at this stage.

1.22.3 Collecting for the capping charity; and

I have not collected for the capping charity at this stage.

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

The opportunity has not yet arisen to assist with the Association's elections or referenda.

1.23 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 all Executive meetings, the National Conference, all training sessions and planning sessions. I also helped on the BBQ for the Executive 'Voluntary Glass Ban' campaign as well as the 'Street Clean-Up' event.

1.24 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 control the Executive General budget. I monitor spending, authorise payments from that budget and make sure the Executive are spending funds from that budget wisely.

- 1.25 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 regular office hours and a reception hour weekly. I check emails multiple times a day and am available to contact during normal hours.

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

The only volunteer work I have performed this quarter has been directly OUSA related. (Are You OK?, Food Festival and Street Clean-Up). Next quarter I will aim to do more external volunteer work.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

OUSA Involvement: *I Chair the Finance and Expenditure Committee, and sit on the Policy Committee, Education Committee and Grants Panel. I have attended all of these committees (apart from the Education Committee which has not met yet), as well as Executive meetings to date and contributed where appropriate.*

University Involvement: *I am a Director on the University Union Limited company and sit on the Commerce Divisional Board. I have attended all meetings to date except one Commerce Divisional Board meeting due to a family bereavement. I have contributed where appropriate. I have monthly meetings with the University's Chief Financial Officer and I also attended the lunch with the Vice Chancellor and the University Council.*

PART FOUR: GENERAL

I spent January familiarising myself with OUSA's history, learning the operational tasks of my role, meeting staff and settling in. This was a very useful time to learn without the business of February onwards. I also attended the NZUSA conference which was an invaluable experience.

In February, I focused on developing my personal goals and learning more about what to expect from the year with the Executive training sessions. This month also consisted of Ori which was immense fun to be a part of and a very busy week. February was also where I felt our Executive team bonded, ensuring a more productive and collaborative year ahead.

This month (March), I have been in full swing. I have started progress on my goals, contributed in committees and learnt more about my role. I believe I have been performed all my job requirements as well as taking a broader approach to my role by looking for opportunities the Association. I am exploring ways to provide services for students as well as increasing the Association's financial sustainability.

1940 Words

GOALS/RECOMMENDATIONS

Financial Security

My priority is based around OUSA's funding process via the Student Services Fee. I want to make sure the Association is at the discussion table when the University is deciding how the fee will be spent in 2019. I need familiarise myself with the process ensure that the Association has direct consultation with the University during the decision making phase. This goal centres around the financial security of the Association and its ability to provide the same fantastic services in 2019.

Implement an Investment Policy

I want to develop and implement an investment policy that provides guidelines for current and future Executive Officers when (a) deciding whether to enter into new investments, and (b) managing existing assets and investments.

This will be to guide the process of investment to ensure stability and financial security when deliberating the entrance of new investments and when reviewing existing investments. This framework will aim to caveat risky or dodgy investments.

Review Existing Assets

This year I want to make decisions about the future investment of the Association's existing assets. I will ensure a process of consultation is carried out to make sure we have our priorities right when it comes to spending student's money on these assets (i.e. The Squash Courts, UBS, Aquatic Centre).

Future Investment and Capital Spending

It is my aim to investigate possible investment opportunities. The goal is not to acquire new investments or capital this year but to look for possibilities. By creating a goal there may be pressure to take an opportunity for the sake of completing the goal, even is it not feasible. This is to look to the future and think about the Association's financial security and independence.

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