

Abigail Clark
Welfare Officer
1st Quarter Report 2018
Submitted 21-03-2018 at 3:00pm
2295 words

PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

- 1.1 *Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President, the Finance Officer and the Education Officer.*

Currently it has not been a requirement to fulfill this duty, although I would be happy to do so if asked.

- 1.2 *Be a member of appropriate internal committees of the Association, including, but not limited to:*
- 1.2.1 *Standing Committee of the Executive;*
 - 1.2.2 *Postgraduate Committee;*
 - 1.2.3 *Colleges Committee; and*
 - 1.2.4 *Welfare Committee.*

I have attended every Executive meeting in 2018 so far. I believe the Postgraduate Committee has not met as of yet, but I look forward to attending when the time comes. Likewise, the Colleges Committee has not met yet either, but again I look forward to participating in due course.

The Welfare Committee has met once, on the 15th of February at 12pm, and will be meeting for a second time on the 22nd of March.

- 1.3 *Chair monthly meetings of the Welfare 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.*

I have met with the Welfare Committee once in 2018, and chaired that meeting, and have an upcoming meeting on the 22nd of March. For both meetings agendas were circulated in advance, and I endeavored to select a time that worked for everyone, although that isn't always possible.

- 1.4 *Take direction from the Welfare Committee on all welfare matters relevant to the Association and its members.*

The meeting of the Welfare Committee was primarily focused around conversing about student welfare issues as opposed to passing motions. I have taken direction from the Welfare Committee through the appointment of two members to be responsible for Women's Room. I have also taken direction on the advice of the Welfare Committee to the movement Thursdays in Black, and with my Wellbeing Messages project.

- 1.5 *Where reasonable, ensure that as many different representatives of student welfare issues are present on the Welfare Committee as possible.*

The Welfare Committee is set to be comprised of the Welfare Officer, the President, another executive officer, a representative of TRM, a representative of OUSA Student Support, and four general student representatives. I believe I have fulfilled this through the appointment of Caitlin Barlow-Groome (OUSA President); myself; Umi Asaka, Roger Yan and Kirio Birks (other executive officers); Keely Ranga (TRM representative); Sophie Graham (Student Support representative); and Finn Shewell, Finnlay Allerston, Tanya Findlater, Rachel Hutchison, Francesca Dykes, Andrew Rudolph, and Sinead Gill (general student representatives). These members were chosen to represent a diverse range of the student experience.

- 1.6 *In order to provide feedback and information, liaise weekly with members of the Welfare Committee, including, but not limited to:*
- 1.6.1 *Disabilities Rep*
 - 1.6.2 *Queer Rep*
 - 1.6.3 *Sustainability Rep*
 - 1.6.4 *Woman's Rep*

N/A – Positions no longer exist

- 1.7 *Where appropriate, act as the Association's spokesperson on all welfare related issues, briefing the President on national and local tertiary sector welfare issues and representing the welfare interests of students on local body committees and boards.*

This has not been required of me as yet, although after undergoing media training I would be more than happy to act as the Association's spokesperson on welfare related issues. Caitlin and I frequently communicate about welfare related issues. I sit on the Q Squared Trust Community Advisory Group as well.

- 1.8 *Actively inform the student body of issues relating to their welfare, via publications, promotions and campaigns.*

The re-launch of Thursdays in Black has gone very well, with our first event taking place on Thursday the 15th of March. We have a rollout plan in place for events throughout the remainder of the semester. I am also currently in the process of creating wellbeing messages for lecture theatre boards. Norhan and I are also working on a Safe Colleges Campaign, for workshops in the colleges. I also appeared on Radio One to talk about Thursdays in Black and my other plans for the year.

- 1.9 *Maintain a good working relationship with relevant OUSA staff, including the Student Support Centre Manager, Queer Support Coordinator and Advocates, meeting with them weekly where possible and liaising with them on relevant welfare issues as they arise.*

I meet with Sage regularly, and with Hahna, Justene and Sophie less regularly. I believe I have established an excellent working relationship with all staff members. I consult with Sage on my activities, and where possible advise him on relevant welfare student-related issues. I also liaised with Sage to provide a Self-Care workshop for the Executive and Welfare Committee.

- 1.10 *In consultation with the Student Support Centre Manager, maintain a good working relationship with community organisations and groups that may provide services to the benefit of student welfare.*

Two members of the Welfare Committee are members of the Rape Crisis collective, and I have met with them to discuss relevant welfare related issues. I also have met with members of the group Students Against Sexual Violence multiple times for welfare related issues, specifically Thursdays in Black, and a member of that group also sits on the Welfare Committee.

- 1.11 *Maintain a good working relationship with the 'Are You OK?' coordinators to ensure, where reasonable, Executive assistance is available.*

I have worked closely with both Amber and Bryony to ensure that we have a good working relationship with them. To that end, nine Executive members attended Are You Okay training, and all of those nine assisted as Are You Okay team members at one or more events in Orientation Week.

- 1.12 *Facilitate a variety of student representation on welfare related University Committees.*

I have attended one meeting of the Otago Tertiary Chaplaincy Trust Board thus far, having missed the first meeting due to a timetable clash. I have attended one meeting of Ethical Behaviour Committee. I have attended two meetings of Healthy University Advisory Group (HUAG).

- 1.13 *Maintain a good working relationship with the University, particularly with:*
1.13.1 *The Director of Student Services; and*
1.13.2 *The Director of Student Health.*

I have been in contact with Kim Ma'ia'i as the Director of Student Health with regards to free flu jabs, and through sitting on HUAG with him. I have also been in contact with Karyn Thompson as the Director of Student Services, again through HUAG, but also through her various contact with the OUSA Executive. I have also met with other members of the university, such as Dave Scott, to discuss initiations, Martin Jones, to discuss the possibility of a microwave in the Women's Room, Kasey Miles from UniCrew, Damien Scarf, to discuss my mental health plans for the student body, and Melanie Beres, to discuss Te Whare Tawharau. Along with the rest of the Executive, I have had lunch with Harlene Hayne, and the rest of the University Council.

- 1.14 *Liaise with the Recreation Portfolio Executive Officer to assist those affiliated clubs that have a focus on student welfare.*

I have had limited involvement with Welfare orientated clubs. Over the next three quarters I hope to target more welfare orientated clubs and collaborate as needed.

- 1.15 *Be available via cellular phone at all practical times.*

I am consistently available by both email and cellphone when practical.

- 1.16 *Perform the general duties of all Executive Officers.*

See part two.

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

The first week of this year I was not able to work, being out of town, but since then I have worked an average of 28 hours per week.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

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;*
- 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;*
- 2.1.3 *Collecting for the capping charity; and*
- 2.1.4 *Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.*

During Summer in Dunedin I worked multiple barbeques giving out food. During Orientation Week I volunteered at all of the Are You Okay events, on the Safety Services team. I also worked at the International Food Festival. I consider my role as a member of the Safety Services team to fulfil point 2.1.2.

Since then I have also helped at two barbeques at Student Support.

I have not been asked to collect for the capping charity, and elections and referenda have not occurred yet. I look forward to being of assistance when the time arises.

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.*

I have attend all executive meetings. I attended the executive training on the 12th of February and the executive retreat on the 10th and 11th of February. I also attended NZUSA's National Conference in Wellington on the 27th and 28th of January. I also met with Jonathan Gee, NZUSA President, when he was in Dunedin on the 5th of March. I was also fortunate enough to attend the Victoria symposium in Wellington on *Suicide Prevention in Tertiary Education* in October 2017.

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 haven't spent much this quarter, but have set my budget with the assistance of Sam, our Finance Officer.

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 maintain regular office hours of 12pm-2pm on Tuesdays and a reception hour at Main Office from 2pm-3pm on Thursdays. I am always available by phone and email as well.

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

My external volunteering this quarter has only totalled four hours. I worked two hours for UniCrew at tent city, 1 hour on the Q Squared Trust Community Advisory Group, and 1 hour speaking at the information evening for the University of Otago Student Leadership Award. However, I spent 18 hours volunteering with Are You Okay, spent around 4 hours packing flatting packs, 2 hours delivering flatting pack, and 3 hours helping Student Support with their barbeques.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I have attended one meeting of the Otago Tertiary Chaplaincy Trust Board, and I have also attended the welcome ceremony for the new Polytechnic Chaplain. I have attended two meetings of the Science Divisional Board, and one meeting of the Science Divisional Standing Committee. I have attended two meetings of the Healthy University Advisory Group. I have attended one meeting of the Ethical Behaviour Committee. I was asked to attend Chaplaincy Board Consultancy Body, but unfortunately could not attend due to a timetable clash.

I sit on the Hardship Fund Panel and have attended a meeting for this. I chair the Welfare Committee. I will be sitting on the Education Committee, Elections Review Committee and the Postgraduate Committee when they begin meeting.

PART FOUR: GENERAL

I have begun working on my Wellbeing Messages project, by getting in touch with the Student Wellbeing Awareness Team at Victoria University of Wellington for advice on how they went about implementing their wellbeing messages.

I have met with Melanie Beres to discuss the Sexual Violence Support and Prevention Centre, Te Whare Tawharau, and to get an OUSA representative on their advisory group.

I have researched the cost of a system to allow microwaves or other appliances to be shut off when going on fire, with the intention of placing this system to work alongside a microwave in the Women's Room.

The primary focus of mine this quarter has been the re-launch of Thursdays in Black. I have recruited a student leader of Thursdays in Black, Tanya, and she and I work



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together closely to ensure that Thursdays in Black is as student-led as possible. To that end, we have set up a system of volunteers and leaders, putting the leaders in groups of three and placing that group in charge of one Thursdays in Black event. Each event therefore will be run by students, for students. We have done recruitment personally, at Clubs Day, and at the Thursday in Black event we have had so far. Currently we have around 46 volunteers signed up to help, and 17 of those are leaders. The first event took place on the 15th of March, with free cups of tea and coffee, a sexual assault statistics quiz, and free black clothing. It was very successful, with many positive conversations, and approximately a further 10 people signing up to volunteer with Thursdays in Black. I have had communication with Nikita Skipper, National Women's Rights Officer, who has given me a lot of advice and help in regards to Thursdays in Black. I have also met with other relevant parties, such as Monique Mulholland and Students Against Sexual Violence for their advice for Thursdays in Black. My meeting with Melanie Beres also yielded relevant advice for Thursdays in Black. Tanya and I have set up a roster for the leaders up until the date of Thursday the 12th, and we will be meeting again to set up a roster for the remainder of the semester.

Norhan and I have been meeting to set up our Safe Colleges campaign. We have also been meeting to set up a mentoring system for the Executive.



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GOALS/RECOMMENDATIONS

- 1) Establish a lasting, working framework for Thursdays in Black that will continue in the future, independent of future Welfare Officers.
- 2) Empower students to coordinate Thursdays in Black events, with the goal of at least one per fortnight in the second semester.
- 3) Establish safe relationship workshops in at least five colleges.
- 4) Set up a mentoring program for the current exec and put steps in place to ensure this continues in the future.
- 5) Contribute to the creation of a Suicide Prevention policy.
- 6) Create "Wellbeing Messages" and ensure they are in place in all major lecture theatres.

101 words