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International Officer  
1<sup>st</sup> Quarter Report 2018  
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## **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

### **1. Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of cultural diversity.**

International Food Festival was promoted via OUSA's Facebook page and OUSA-affiliated international cultural clubs' Facebook page.

I have received posters for work ready seminars organized by Melissa Clarke who is the work ready programme coordinator. I placed the posters in the international notice board in the link.

I use Facebook group for the cultural clubs' presidents to promote relevant events and campaigns such as the seminars, Queer and Far, International sports day organised by DCC and March for our lives.

I supported Life member of OUSA and the chairperson of Multi Ethnic Council Paul Gourlie to organise the UN Race Relations Day on Wednesday 21st of March at 1pm to 2pm. It was a gathering to celebrate the racial diversity we have in Dunedin as well as to address the issues around racism.

### **2. Organise and run events of specific interest and relevance to international students.**

During this quarter we had two main events,

#### **1. International Food Festival**

I supported Scotty Godsall from OUSA event team to organize International Food Festival. It involved collecting DCC forms, finding out orders for utensils from the cultural clubs. Closer to the event, International Committee (ICOM) and I oversaw kitchen in the food science building while the cultural clubs were preparing for the festival. On the day of the event, we helped look after the cleaning station and pack down at the end of the event.

#### **2. Wine and Cheese night**

ICOM and I organised international wine and cheese night for the cultural clubs' executive members. The purpose of the event was for clubs' executives to meet with each other so that they can come up with collaborative events in the future. Executives from 12 different clubs, OUSA executives, Sarah O'Sullivan and Louisa Samson from the International office and Sharrema Bower (International Students' Chaplain) were present on the evening. We received positive feedbacks from the people who attended. Also as a result of the night, different cultural clubs are having collaboration events in the near future.



Additionally, we are in the process of organising international sports day for April and cultural carnival for July.

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

**1. International Cultural Council;**

We have had five meetings including one meeting with the presidents of the cultural clubs during this quarter. The main purpose of the meetings was to organise and debrief about the events we have had.

**2. Welfare Committee; and**

We had one Welfare Committee during this quarter. I was acting secretary for the inaugural meeting. We discussed about Thursdays in Black, women's room and well-being messages on lecture slides.

**3. Education Committee.**

We have not had education committee during this quarter.

**4. Chair monthly meetings of the International Cultural Council, 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 chaired all five of ICOM meetings and made sure everyone was up to date with the meeting times and agendas through our ICOM Facebook page. The relevant minutes were taken by the ICOM Secretary Sabrina and circulated to all ICOM members.

**5. Take direction from the International Cultural Council on all matters relevant to international student members.**

The wine and cheese night we organised was based on the feedback we have received from some of the cultural clubs' executive members. They told us that they would like to have a social event to meet other executive members and build connections. As such all the events we organize is based on the interests of the international students.

**6. Work on issues specific to international students at the University of Otago, including, but not limited to:**

**1. Academic issues within the University; and**

I asked Student Learning Development Centre to run a note taking workshop specifically for international students on the first week of the lectures. Only two students attended due to the lack of promotion. For the future workshops, more effort into promotion is needed.

**2. Social and welfare related issues within the University and the wider community.**

I was invited to speak at the international welcoming ceremony organized by the international office. I stressed the importance of asking for help before things become too tough and promoted student support from OUSA. I met with Sarah Ewing who is Regional Marketing Manager for Europe and Emerging Markets to discuss about



accommodating Indian Students who visited University of Otago during this quarter. I attended the first Otago International Friendship Network (OIFN) event and have kept updated about them through Jo Mohan who is one of the vice president of ICOM and also a student coordinator of the programme.

**7. Maintain a good working relationship to the OUSA Student Support Centre Manager and Advocates so that the opportunity to share information about academic and welfare issues of relevance to international students is available.**

I had meetings with Sage Burke (Student Support Manager) and Hahna Briggs (Queer Support Coordinator) in regards to setting up peer support programme for international students. We are in the process of promoting the programme. The training for peer supporters are expected to happen in the next quarter.

**8. Maintain a good working relationship with the International Office of the University, sharing information and ideas with them when appropriate.**

I had a meeting with Director of International Officer Jason Cushen to discuss about my plans for this year. We mainly discussed about international students' peer support and possible bridging programme from foundation course. I also had a meeting with Simone Freeman who is a team leader of student support from the international office about the details of the plans I have.

**9. Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to international students to their attention, and, where reasonable, meeting with them on a weekly basis.**

The Admin Vice-President Cam Meads and I met on semi-weekly basis to report back about my progress on my projects.

**10. Work in conjunction with the Finance Officer, the Clubs Development Officer and the Recreation Portfolio Executive Officer to ensure the affiliation and support of international student groups.**

I have worked with the Finance Officer Sam Smith to create a budget plan for this year. I have notified the due date of club re-affiliation to the international clubs via Facebook group with all the presidents.

**11. Perform the general duties of all Executive Officers. Where practical, work not less than ten hours per week.**

I serve my reception hours in the OUSA main office and office hours at the OUSA Executive Bullpen. I am at the Bullpen at least twice times a week to answer emails, plan events, and to communicate with fellow Executive members and OUSA staff. I am available to respond to emails, Facebook messages and texts relevant to my role throughout the day even when I am out of the office. I chair ICOM meetings and I have meetings with relevant staff members from OUSA and the University throughout the week. Most of the meetings happen outside of the Bullpen. Based on this I am confident that I work at least ten hours per week.



## **PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS**

- 2. Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:**
- 1. Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;**

I have assisted at summer school's BBQ to hand out ice lollies to the students and OUSA student support's free BBQ. I have assisted at the OUSA Tent City and did Are you OK? at the toga party and down the rabbit hole during the Orientation week. I have assisted at the table of Thursdays in Black (TiB) which was organised by the Welfare Officer Abigail Clark and the leader of TiB Tanya Findlater on club's day.

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

I did Are You OK? at the two parties to look after the students who needed support. I was present during the clubs' day and the international food festival to look out for students' safety.

- 3. Collecting for the capping charity; and**

During this quarter, we have decided the recipient organisation of the charity as executive. However, there were no collection events scheduled that I was aware of.

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

During this quarter, there were no election nor referenda that I was aware of.

- 3. 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 six of the executive meetings and missed three of them due to my late return from my home country. I attended all the trainings for executives and meetings with the Vice Chancellor Prof Harlene Hayne and members of University councillors. I also attended to the meeting with president of NZUSA, Jonathan to find out more details about NZUSA.

- 4. 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 organised the wine and cheese night and have maintained detailed invoices with the OUSA Accounts staff. I did not exceed the budgeted expenditure for the event. I have funded Te Roopu Maori's Te reo class from the international officer's budget in consultation with the Finance officer.



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

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

I am present at the OUSA Executive Bullpen during my office hours, and when I am doing my OUSA work. Even if I am not physically present at the Bullpen, I do the work for OUSA in another location and I am available to respond to emails, FB messages and texts relating to OUSA at any hours. I have helped at a community garden at the peace embassy. I helped at OUSA student support's free BBQ and did Are You OK? I helped to print out posters of Art for Autism which is a fundraiser event organized by Tui Quartet. These hours account up to more than 5 hours, however, some of them are not local community based, so from next quarter I will take up on more of community based volunteer activities.

#### **PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES**

I was appointed to be on the Distance Learning Advisory Board, Internationalization Committee, Summer School and Continuing Education Board (SS&CE board), the Library Service Committee, the Te Whare Tawharau: Sexual Violence Support and Prevention Advisory Board for 2018 and the Chaplaincy Board. I was unable to attend the first Internationalization Committee due to my prior commitment. I attended to the Distance Learning Advisory Board on the 21<sup>st</sup> of March. All the other committees start from next quarter. I had a meeting with the Director of SS&CE board Dr Elaine Webster to discuss about the details of the committee to prepare myself for the upcoming committee meeting.

#### **PART FOUR: GENERAL**

- I have attended welcoming events organized by OUSA-affiliated International Cultural Clubs such as Fiji club, Cook Island club, Samoan Club, Otago Malaysian Students Association, Otago Taiwanese Students Association, Otago Korean Students Association and Otago Thai Students Association as the International Officer.
- I had a meeting with Margo Raid who is the coordinator of Study Dunedin from Dunedin City Council. We discussed about possible collaboration in the future for international students.
- I was asked by a kiwi host from Uni flats to support her flatmate who is Japanese International student.
- I was approached by Lukas Kristen who is the current president of New Zealand International Students Association (NZISA) to be part of their council. I accepted the invitation and will be providing insights about international students' situation of our University.



- I had a meeting with Fijian club president Paul Suguturaga. They are in a process of establishing Otago Pacifica Students Council which is made up of staff members of Pacific Centre and Pacifica cultural clubs' president.

## **GOALS/RECOMMENDATIONS**

### Mental health/well-being

The biggest goal for me this year is to establish sustainable peer support system for international students. It is known that many of the international students reach out for support when it is quite late. OUSA student support already provide peer support for general students and queer students. Peer supporters are not professional counsellors, but they are trained listeners. Most importantly, they share a similar experience with people who come in, so they can relate to each other. I have discussed with Sage Burke (Student Support Manager), Hahna Briggs (Queer Support Coordinator), Simone Freeman and Sarah O'Sullivan from the international student support team to implement peer support system for international students. We are recruiting for peer supporters now. The application to be a peer supporter will close on the 26<sup>th</sup> of April, and the training for all the peer supporters are likely to happen on 17<sup>th</sup> and 18<sup>th</sup> of May. Following to the general training, we will have specific training for international peer supporters led by the student supporters from the international office.

### Academic

The Student Learning Development Centre provides extensive academic support for students. However, not all the international students are aware of what they provide, so I am going to look for ways to promote the service more.

I have asked them to run a study tips workshop especially for international students, but because of a lack of promotion, only a few students turn up. I will take a step back and look into the actual demand from the international students whether they want more separate workshops only for international students. I will approach the international office to support me to conduct a survey.

I am in a process of discussing possible bridging program from the foundation course to the university with Simone Freeman and Paul Westwood who is Senior Academic Dean of Students of Foundation Year.

### Finance

My other goal is to research about the international tuition raises over the past years. I would like to bring the result of the research to the wider international students' community in the country for a discussion.



### Events

Important part of international officer's role is to organize the cultural events for OUSA-affiliated cultural clubs. International Sports Day is expected to happen on 28<sup>th</sup> and 29<sup>th</sup> of April. We are still waiting for DCC to confirm the booking for Logan Park on the 29<sup>th</sup>. After that, second International Food Festival, International Cultural Carnival and Gala night are coming up.