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Postgraduate Officer
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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 postgraduate students.
2. Work with the University and the Student Support Centre to implement OUSA's policy on Postgraduate Student Representatives.
3. Be one of the Association's representatives on the University of Otago Senate.
4. Where required, assist the OUSA Research and Administrative Assistant to administer aspects of the Departmental Postgraduate Student Representatives system including:
 - a. Maintaining regular contact with representatives from postgraduate classes or programmes via email or other means; and
 - b. Encouraging regular postgraduate class representative meetings, and attend these meetings whenever possible.
5. Be a member of appropriate internal committees of the Association, including, but not limited to:
 - i. Postgraduate Committee;
 - ii. Education Committee; and
 - iii. Welfare Committee.
6. Chair monthly meetings of the Postgraduate 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.
7. Take direction from the Postgraduate Committee on all matters relevant to postgraduate members.
8. Normally be the Association's representative on the Board of Graduate Studies.
9. Maintain a good working relationship with relevant OUSA staff, ensuring that information is shared on issues of relevance to postgraduate students.
10. Facilitate a variety of student representation on postgraduate related University Committees.
11. Maintain a good working relationship with the Director of Graduate Research Services and endeavour to meet with them on a monthly basis.
12. Maintain links with and assist affiliated Postgraduate bodies.

13. Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to postgraduate students to their attention, and meeting with them on a weekly basis.
14. Perform the general duties of all Executive Officers.
15. Where practical, work not less than ten hours per week.

In my capacity as the Executive Officer charged with the Postgraduate Portfolio I have met my position duties in the following ways:

I have promoted a supportive atmosphere for Postgraduate students by continual, regular engagement with various departments, and students therein, across each division. I have visited some individual departments' departmental teas/coffees as well as open lectures, IPL's, and department seminars. By doing so I have maintained relationships with some postgraduate representatives and various departmental figures, especially within the Health Sciences. I have also helped newer postgraduate students contact supervisors and navigate supervision issues, liaise with their departments or new departments for interdisciplinary work, apply for visas find the right documents as postgraduate students, and I have spoken with postgraduate students about their roles as tutors (where applicable) and their experiences of postgraduate life.

I sit on the Senate, the Welfare Committee and the Board of Graduate Studies. The Senate met on 28 Feb at 12:15. The Welfare Committee met, on 15 Feb at 12:00 and on 22 March at 18:00. The Board of Graduate Studies met twice, on 8 Feb and 8 March at 14:00.

I am in the process of creating the Postgraduate Committee. I am currently scouting out appropriate members. In the meantime, the OUSA Policy Committee (PolCom) has received a Terms of Reference to review. I will hold informal meetings until the Postgraduate Committee formally exists and I will accommodate their guidance as appropriate.

I have maintained a good working relationship with OUSA staff and University staff. I have had individual meetings and kept up with a range of key figures in OUSA and the University, including but not limited to:

CEO of OUSA;
Association Secretary of OUSA;
Student Support Centre Manager;
University of Otago Vice-Chancellor;
Chaplaincy team;
Pro Vice-Chancellor (Humanities);
Pro Vice-Chancellor (Health Sciences);

I have averaged 16 hours of time dedicated to OUSA, with a range spread between 9 and 30 hours. Committee work (report reading, report drafting, student liaison, and committee attendance) make up a significant portion of my role. Meetings (formal or informal executive meetings, OUSA staff meetings, meetings with students, and

meetings with University officials) make up another sizeable chunk of my work. Correspondence, volunteer hours, and events have made up more of my work than they may usually do owing to the additional workload during the O-Week period.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

1. Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:
 - a. Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;
 - b. At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;
 - c. Collecting for the capping charity; and
 - d. Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.
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.
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.
4. All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.
5. All Executive Officers shall every quarter undertake five hours of voluntary service which contributes to the local community.

As an Executive Officer I have fulfilled my general executive duties in the following ways:

I have been available as a volunteer for OUSA events and functions. I have also fulfilled additional volunteer hours. I worked as an Operational Area Leader for Are You OK? and I patrolled with the University of Otago Campus Watch Safety Car. I also assisted at the tent city marquee and helped during some of the summer events in January. I have yet to help with the Capping Charity as the charity has not collected yet, though I did take part in the decision-making process to determine which charity the Capping Charity should collect for.

I attended all Executive training/planning sessions. I have also been available for every Executive meeting save for one meeting and another that I had to leave early. I have independently met with individual executive members on occasion, as necessary.

I maintain publicised office hours on the OUSA 'Your Executive' page. However, I am updating these hours now that I am engaged in University work and study.

I maintain a budget line and I am yet to incur costs.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I sit on the following boards and committees in addition to those listed in my Portfolio's position duties:

1. Health Sciences Divisional Board
2. Graduate Research Student Liaison Committee
3. Human Ethics Committee (non-health)
4. NZUSA's Mental Health Working Group
5. [CONFIDENTIAL] Working Group

The Health Sciences Divisional Board met on 15 Feb and 15 March at 10:00.

The Human Ethics Committee (non-health) met on 25 Jan at 13:00, 22 Feb at 13:00, and 15 March at 13:00.

The Graduate Research Student Liaison Committee met on 23 Feb at 14:00.

NZUSA's Mental Health Working Group is yet to meet because appointments were only just made.

The [CONFIDENTIAL] Working Group has met twice. I can answer questions in person, but as of yet I do not have permission to talk publicly about the content of the meetings or what the working group exists for.

PART FOUR: GENERAL

I have independently met with Rachel Currie to discuss student engagement issues on two separate occasions during January. I also met with Megan McPherson. During both meetings I discussed student engagement with the University and ways in which the University may be able to inform students about relevant news.

Early in the year I met with a group of students who were concerned with the Postgraduate Compulsory Student Services Fee. I have also corresponded with a few students via email who were studying at a distance or at a satellite campus.

I met with staff within the Department of Psychology to discuss the postgraduate student welfare survey.

I helped to canvass the local student community, handing out flat-packs with Abi, James, and Roger.

I have met with some student societies independently and attended some of their evenings, including groups that are related to student interests, for example: Chiasma.

I have contacted the HEDC to notify them of their need to update some information that they provide their staff about OUSA. For example: in the *Introduction to Tutoring at the University of Otago* guide, little to no detail about the services OUSA provides are mentioned and little to no information about OUSA Student Support has been given.

GOALS/RECOMMENDATIONS

I maintain modest goals, operating on the principle that no plan survives contact. I am more interested in the spirit of my goals than I am committed to seeing a single specific vision come to fruition. With that said, these are my goals and I would like to see that they prove first to be possible and second to be successful.

1. Executive Restructure

I am working with Cameron Meads and Josh Smith to examine the current structure of the OUSA Executive and to determine if changes need to be made and how those changes should be implemented.

2. Postgraduate Student Welfare Survey

2017 OUSA Postgraduate Officer, Lucy Northwood, conducted a pilot survey of postgraduate students. From that initial work I will create a more comprehensive welfare survey, taking note of the services that OUSA offers and how those services can better serve our postgraduate community, as well as what we might be missing.

3. Secret Santa

I would like to host a postgraduate wide, or student wide, OUSA Mid-Winter Christmas Secret Santa. I would like to offer students the opportunity to participate in an anonymous secret Santa event, if only to tackle those midwinter blues.

4. Supervisor Speed-dating

I am currently talking to some student societies about creating a supervisor speed-dating event for each division, for future postgraduate students. I am about to contact division and departmental heads to get feedback and to plan the event.

5. Working with NZUSA

I endeavoured to develop a relationship with other key figures in student politics. I am now working with NZUSA in one of their working groups. I will work with this working group for as long as possible. I will have more details to share in early April, when the first meeting has taken place.



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6. Working with OUPS

I would like to change how the Postgraduate officer interacts with and influences and/or is influenced by the Otago University Postgraduate Society.