

Norhan El Sanjak
College's Officer
1st Quarter Report 2018
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

- 1.1.1 Promote via publications, promotions and campaigns support for Residential Colleges and first year students at the University of Otago.

I have promoted the publications of the Woman Self Defence classes available at the OUSA Clubs and Societies building to Colleges who have expressed interest. Furthermore, while speaking to students in Colleges, I have endeavoured to tell them about available publications and campaigns happening at OUSA.

- 1.1.2 Where reasonably required, assist the Campaigns Portfolio Executive Officer with their duties.

I have not yet been asked to assist the Campaigns Portfolio Executive Officer with their duties however I have always been ready and available to help when need be.

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

I am a member of Colleges Committee

- 1.4.1 Chair monthly meetings of the Colleges 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.

Unfortunately given some Colleges are yet to elect their College Presidents, I have been unable to chair monthly meetings of the Colleges Committee. I have however been in contact with the College Presidents that have been elected about any issues or concerns they may have.

- 1.5 Take direction from the Colleges Committee on all matters relevant to Residential Colleges and first year students within the University and the community.

Again while I haven't taken direction directly from the Colleges Committee, I have taken direction from the College Presidents currently elected on what they would like to see OUSA does in the year.

- 1.6 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Residential Colleges to their attention, and where reasonable, meet with them on a weekly basis.

I believe I have a good working relationship with the Administrative Vice-President and I have previously where relevant brought issues relating to Residential Colleges to his attention.

1.7 Via, or in consultation with the Student Support Centre, maintain a good working relationship with the Accommodation Office of the University, sharing information and ideas with them when appropriate.

I believe I have a good working relationship with the Student Support Centre but have not yet been required to directly share information with them.

1.8 Maintain a good working relationship with the heads of Residential Colleges and their student representatives.

I have met with almost every head of Residential Colleges or their Deputy head and during such meetings I believe I have made a good working relationship with them and where appropriate I have met with their student representatives and ensured a good working relationship with them as well

1.9 Perform the general duties of all Executive Officers.

To the best of my abilities, I have performed the general duties of all Executive Officers

1.10 Where practical, work not less than ten hours per week.

Where practical, I believe I have worked not less than ten 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;

I have assisted at OUSA Tent City, Voluntary Glass Ban sausage sizzles, International food festival and Kiwiana during 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;

I believe I am a safety contact if need be however it has not yet come up.

2.1.3 Collecting for the capping charity; and

N/A

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

N/A

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.

Where reasonable, I was available for Executive meetings, training and planning sessions.

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 have a record of my current budget and the expenses out of the budget. I have not exceeded the budgeted expenditure.

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

To the best of my abilities, I maintain my publicized office hours and regularly check and respond to all correspondence received.

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

I have easily over exceeded undertaken at least five hours of voluntary service within organizations such as Community Law, Rotaract and Red Cross.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I am currently a part of the following committees

- Policy Committee; we have had two meetings so far.
- Colleges Appeal Board; we have had one meeting so far
- Library Services Committee; we have not had any meetings that have required me to go
- Library Student Liaison Committee; we have not had any meetings that have required me to go
- Colleges Committee; I chair the committee however, the committee has not been fully formed yet
- Campus Life Events Committee- The previous meeting has been cancelled and the next upcoming meeting is on the 26th April

PART FOUR: PROGRESS ON GOALS

Goal One: Meet with every head of Residential College or every deputy head.



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I have met with the heads/senior RA's of Arana, Aquinas, Cumberland, Carrington, St Margret's, University College, Caroline Freeman, Knox, Hayward, Salmond, Abbey. This goal is almost complete, I have yet to meet with Selwyn, Te Rangi Hiroa and Toroa.

Goal Two: Ensuring sanitary products are available within all Colleges. All Sanitary products have been organised and are currently being distributed within the Colleges.

Goal Three: Safe Relationships Campaign. I have spoken to all the Head or Senior RA's of Residential Colleges about this topic. I have been in contact with Melanie Bares, Sophie Elliot Foundation and have meetings with Jamie Gilbertson in place next week.

Goal Four: Intercollege social events. I have spoken to all the Colleges about getting International and Postgraduate students involved in Intercollege social events. I have some plans in store about how to execute this however I am yet to start executing it.

Goal Five: 'Breaking the Myth'. I again have spoken to all Colleges about either getting involved or having my own 'pizza and chat session' in regards to what they have planned for ensuring students have adequate knowledge and understanding about flatting life and their rights involved. I will also to the best of my abilities ensure students have a understanding of financial related topics (Tax/Budgeting etc). This is planned to be executed in the start of Semester two.

Goal Six: I am planning on continuing on with the Cuddle Fix and Colouring in competition that occurred during previous years. I plan on each College having a cuddle fix and a colouring in competition (one per semester). This will ensure fairness within the different colleges and the ability of colleges to experience both.

Goal Seven: Have the College Committee up and running by Early April at the latest. This is planned to go ahead, however I have been delayed by the Colleges not yet electing College Presidents/Representatives and I do not what any Colleges to be left out.

Goal Eight (Unrelated to Colleges): This goal is conjoined with Abigail Clark in ensuring OUSA executive has a mentor for the year. We are currently in the process of executing this and have been in contact with Alison Stewart.

PART FIVE: GENERAL

What a start of the year its been!! Definitely a roller coaster but I have loved every minute of it! Like everything, this role has come with its challenges but I'm super excited for what the rest of the year has to offer and getting all my plans going in full speed! I also look forward to stopping and smelling the roses.

Aside from my general executive duties and Colleges Officer duties, I have taken part/attended more meetings (Strategic Planning/Bi-Monthly Meetings & NZUSA meetings with Jonathan Gee), a few fab lunches with the University Council and the



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Vice-Chancellor (Harlene Hayne) and struggling not to accidentally push Umi into something while we were handing out flatting packs!