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Campaigns Officer  
1<sup>st</sup> Quarter Report 2018  
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## **Part One: Executive Officer Position Description Duties**

### **Be responsible for ensuring the execution of the publications, campaigns and initiatives OUSA undertakes.**

*So far I have come up with and partially planned some campaigns, the main one being the sustainable/ongoing "cleanest castle" (actual name tbd). Also, there is the sex week I have planned.*

*I have met with most of the executive members about their campaigns and what they have planned for the year; as well as meeting regularly with Kat from Marketing and Coms about what other departments and exec members have planned.*

### **Where reasonably required, assist the Colleges Portfolio Executive Officer with their duties.**

*I have not yet needed to assist Colleges officer Norhan in her duties but have always been ready and available to help.*

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

#### **1.1.1 Welfare Committee**

*I have joined welfare committee and of the two meetings they've had I attended one and was unable to attend the other and sent my apologies*

#### **1.1.2 Colleges Committee; and**

*Not applicable*

#### **1.1.3 Education Committee.**

*I have been appointed to be the humanities divisional board rep but Education Committee has not met yet.*

### **1.2 Support all Executive Officers in the running of campaigns and initiatives, ensuring they are executed in line with the Association's Strategic Plan and objectives, and that the student body are informed of the events.**

*I have contacted most of the executive members regarding any campaigns they have, or any plans they have of any coming up. At this stage there are not very many, however, this will pick up as the year progresses.*

**1.3 Liaise weekly with the Chairs of all OUSA committees to ascertain the campaigns and initiatives directives from those committees, and act on those directives where appropriate.**

*I maintain a good relationship with the chairs and am aware of what they're working on. As such I felt meeting weekly with each of them was not needed.*

**1.4 Maintain a good working relationship with the manager of OUSA Events, proactively seeking opportunities to tie their events in with campaigns and initiatives.**

*I have a good working relationship with the Manager of OUSA Events but have not seen an appropriate opportunity to tie executive campaigns/initiatives. However, this is hopefully going to change.*

**1.5 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to campaigns and initiatives to their attention, and where reasonably, meet with them on a weekly basis.**

*I have met with Cam weekly for our catch ups discussing a multitude of things including relevant campaigns.*

**1.6 Maintain a good working relationship with the Managers of the Student Support Centre, the Recreation Centre, Events, and Planet Media Dunedin Limited, and where reasonable liaise with them on a weekly basis**

*I have gotten in touch with all the managers and have a good working relationship with all. I do not meet with them on a weekly basis as it is not yet required.*

**1.7 Act as the reference point for Executive and staff for all issues relating to OUSA campaigns, initiatives and events.**

*I have not been contacted yet in regards to OUSA campaigns, initiatives and events.*

**1.8 Be responsible for adequate representation of Executive Officers at OUSA campaigns, initiatives and events.**

*So far, I've attended and helped out at most if not all OUSA campaigns, initiatives and events.*

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

*I have worked at least 10 hours a week, each week this year.*

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

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

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

*I've attended and helped out at most if not all OUSA campaigns, initiatives and events up till now.*

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

*Not applicable*

**1.10.3 Collecting for the capping charity; and**

*Not applicable*

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

*Not applicable*

**1.11 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, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions*

**1.12 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.**

*To my understanding, I have not yet spent any of my budget and thus have not exceeded it.*

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

*I am normally in the office when not in class, certainly for at least 10 hours a week. And my office/reception hours are in my email signature and the OUSA website.*

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

*Unfortunately while I have not done my 5 hours of voluntary service, I will commit to ensuring 10 hours of voluntary service is completed prior to the reporting date for the second quarter. However, I have done more R U OKs than I was assigned, helped out at tent city for more hours than I probably should have and handed out more snags than I can count.*

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

*As of writing this I sit on the following committees:*

- *Humanities Divisional Board- I have been to their one meeting to far.*
- *Humanities Academic Committee- I have attended every AC meeting and contributed to each of them.*
- *Education Committee- Have not met yet*
- *Information Technologies Advisory Committee- I have attended their one meeting and was heavily involved in discussion.*
- *Computer based Examinations Working Group- We have met a number of times this year and while not contributing to every discussion, I felt I have adequately represented student interest*
- *Student App Steering Group- Having met only once, I attended and will meet with the Project manager to gain better knowledge on its progress*
- *Welfare Committee- We have met twice and I have attended one and sent my apologies for the other.*
- *Give Nothing to Racism at Otago Working Group- We have met once this year and along with Post Graduate Officer Kirio and TRM President Tiana, contributed a lot to the discussion.*

## **PART FOUR: GENERAL**

*This semester has been fantastic. It was mainly spent finding my feet with the committees I sit on and getting to know the staff at OUSA as well as many of the University Staff. O-Week was the where most of the hard yards went; I was R U OKing at every event, helped with tent city as much as I could, gave out snags when needed, and spoke at 2 UNIO101s. I have ideas that are ready to properly flesh out around a Sex Week, North Dunedin cleanliness, and having better general exec exposure/engagement with students. Speaking of, I have made active steps to increasing student engagement and overall exec transparency. Along with the help of Education Officer James, our weekly exec recap videos have been a huge hit and will hopefully continue to be. Finally, Caity and I ran first exec cleanup which was a major success, giving out all of our 50 Nandos vouchers. I cannot wait to do more in the future.*

## **GOALS/RECOMMENDATIONS**

1. *Organise/assist in organising at least 1 clean up each quarter.*
2. *Have an ongoing clean up/glass reducing initiative by the second quarter and ready to implement in the 2<sup>nd</sup> semester.*
3. *Run an OUSA sex week by the end of the year.*
4. *Where reasonable maintain a weekly production of the exec recap videos.*