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President
2nd Quarter Report 2018
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

- 4.1 Be the official spokesperson for the Association.

Where possible I have made comments in the media. There has been much less media attention this quarter compared to last. Hyde st got a bit of media coverage but since it went smoothly, it made my job easy

- 4.2 In liaison with the appropriate affected parties, coordinate and oversee all interactions by the Association with other student associations, media organisations, the University of Otago, the Government of New Zealand, local authorities and any other external organisations and their representatives.

I have worked with a range of different student groups around many causes. We coordinated with the student group around the Protest for the Critic Issue. There has been good contact with the government this year making submissions on a range of issues facing students. As always, our relationship is strong with the University of Otago but we ensure they are being held to account.

- 4.3 Maintain a good working relationship with the Otago Polytechnic Students' Association (OPSA),-and coordinate joint activities whenever appropriate and practical.

OPSA has had a change of Presidents recently. I aim to meet with the new President in the coming weeks

- 4.4 Be the Association's official representative on relevant external boards, committees or executives, including, but not limited to:
- 4.4.1 Council of the University of Otago (and requisite sub-committees);
 - 4.4.2 University of Otago Senate;
 - 4.4.3 New Zealand University Students' Association's Federation Executive; and
 - 4.4.4 Any other national student body affiliate where applicable.

I have attended all but one council meetings for 2018 and all sub committees I am on as well as those I have been asked to sit in to give student opinion. I also attended the Council Workshop day which was beneficial to see where the university is planning on going in the years to come.

Senate has met twice since the last report.

NZUSA has required a lot more attention this quarter than planned. Being FRAC chair has meant I have had extra meetings but I believe I have balanced this around my responsibilities to the Otago Students. The National Executive have met twice in person and have had two skype meetings.

- 4.5 Hold membership and, where reasonable, attend all internal committees of the Association.

For OUSA I sit on Educom, Colleges Committee, FEC, Polcom, Welcom, Grants Panel and the elections review committee. I have made as many of these meetings as possible however with Welcom in the evening I have found it hard to attend.

- 4.6 Be given first opportunity for appointment as a Director of any company where the Association holds the power to make such an appointment, including, but not limited to:

- 4.6.1 Planet Media Dunedin Limited;
- 4.6.2 University Union Limited;
- 4.6.3 University Book Shop Otago Limited; and

*Sam sits on The University Union Limited
Planet Media Dunedin Limited does not exist anymore
I sit on the University Bookshop Otago Board and we have met twice this quarter.*

- 4.7 Chair all meetings of the OUSA Executive and ensure that the standing orders of the Executive are adhered to.

I have attended and chairs all bar two meetings this year due to being away and having my wisdom teeth out..

- 4.8 Ensure that an adequate level of consultation between the Executive and staff is maintained on all relevant matters of interest to the Association.

I keep the executive up to date with as much as I possibly can. Sometimes it isn't possible because it's confidential but I will send an email update on things as soon as I possibly can.

- 4.9 Where relevant matters arise, prepare verbal reports to the executive and a monthly written summary for the Executive of all relevant matters of interest to the Association.

I have submitted a monthly report for every month except when there is the quarterly report.

- 4.10 Maintain a good working relationship with the Chief Executive Officer and, where reasonable, meet with them on a weekly basis.

Debbie and I meet every Wednesday morning but talk anytime any issue arises.

- 4.11 Maintain a good working relationship with the Officers, meet with them weekly and, where reasonable, liaise with them on a daily basis.

I am always popping into the Bullpen and meet with all the portfolio officers weekly where possible.

- 4.12 Maintain a good working relationship with all other Executive Officers and, where reasonable, liaise with them individually on a weekly basis.

As explained above, I maintain contact through going into the Bullpen often and keeping my door open so people can come in and chat about anything. I am always available to ring or message which some exec use frequently.

- 4.13 In conjunction with the Campaigns Portfolio Executive Officer, oversee any political campaigns undertaken by the Association, actively seeking to inform the student body and general public on student issues and concerns.

*Last quarter didn't have any big campaigns for myself and the campaigns officer.
There are a few in the pipeline for the rest of the year.*

- 4.14 Be an ex-officio member of all affiliated Recreation.

I do not believe this is still relevant. I have however invited clubs and societies to come talk on my radio show to get some exposure for their clubs activities. So far I have had 6 different clubs on!

- 4.15 Oversee, in conjunction with the Chief Executive Officer, those staff that report to the President.

Only the CEO reports to me.

- 4.16 Supervise the Chief Executive Officer on behalf of the Executive.

I believe I am supervising the CEO appropriately

- 4.17 Be available via cell phone at all practical times.

Anyone can contact me at any time via email and cell phone. However, I am finding it hard to return calls when I miss them as people do not leave messages.

- 4.18 Perform the general duties of all Executive Officers.

My roles feels as though I do a lot of general work so I think I am covering those duties

- 4.19 Where practical, work not less than forty hours per week, from January 1 until December 31.

I have been working at least 40 hours a week this quarter. I have had two weeks away from the office due to having my wisdom teeth out and being in Australia, but I still checked emails and helped with executive queries while I was away.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

- 3.1 Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:
- 3.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;
 - 3.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;
 - 3.1.3 Collecting for the capping charity; and
 - 3.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.

There was no collection for Capping. This needs to be looked into for next year. May was busy with the referendum and the SGM. I am incredibly proud of how hard the executive worked for both these events. There was a lot of time put in and it really paid off. The comments section was a great addition to the referendum.

- 3.2 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.

As mentioned before I have only missed two meetings this quarter. We have had one bi-monthly meeting with the managers but it needs a look into how we can get full engagement from the executive and managers. We have not had any more full executive planning or training sessions this quarter.

- 3.3 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 do not have a budget but have worked closely with Sam to ensure everyone is sticking to their budgets and checking with him before money is spent

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

My office hours are Monday and Thursday 2pm-3pm and I have a reception hour at 10am Tuesday morning. I have probably attended half of my reception hours this quarter however if I can I will change the hour I go down. I reply to all correspondence as soon as practical.

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

My volunteer service would be for ANZAC Day this quarter.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I am appointed to:

- OUSA Welfare Committee
- OUSA Policy Committee
- OUSA Finance and Expenditure Committee
- OUSA Elections Review Committee
- OUSA Colleges Committee
- OUSA Education Committee
- Grants Panel
- Animal Practice and Compliance Committee
- Otago University Council
- Appeals Board- Otago University Council sub-committee
- Finance and Budget Committee- Otago University Council sub-committee
- University Bookshop Board
- New Zealand Union of Students Associations
- Finance, Risk and Audit Committee (Chair)- NZUSA sub-committee
- Chaplaincy Consultancy Board
- Senate
- Campus Life and Events Committee
- Campus Life and Events Executive Committee- Campus Life and Events Committee sub-committee

I have attended as many meetings as possible for these committees. Almost all of these committees have met at least once. There have been a couple I have no reported back to the executive on as they are completely confidential like Appeals Board, Senate Finance and Budget Committee.

PART FOUR: PROGRESS ON GOALS

Investigate the funding system of the satellite campuses:

I have been working with the University investigating why we fund the campuses in Wellington, Christchurch and Southland. Every year we have a MoU with these campuses to ensure they get some funding that comes directly from the SLA. The problem is that OUSA doesn't have the resources that tells us student numbers, degrees, post or undergrads which makes having a funding model difficult.

I am working with the relevant people to see if the university should fund these groups. This alongside our push to ensure the Compulsory Student Services Fee expenditure is more transparent for the student body, we have set up an advisory group for

Lively Campus:

This quarter we have got in a few extra activities on campus. There are table tennis tables, bean bags and board games throughout the university. All these items have been a hit in different places.

There a few more ideas that I want to achieve by the end of the year.

Student Engagement/Executive Transparency:

We have been incredibly transparent this year compared to other years I believe. We had a booth all through the referendum which meant students could come talk to us about other issues, we have been around campus more and engage with a range of different groups rather than the same students. Giving out free chocolate at the beginning for exam period was great exposure as I wore an OUSA t-shirt.

I have lots of great feedback from students about knowing who their executive is this year.

PART FIVE: GENERAL

This quarter has had a lot of time spent on NZUSA financial stuff due to being the Finance, Risk and Audit Chair. It is important to support our national voice as they are incredibly influential in government.

I organised a trial to get the leftover food from colleges out to the student body. There were roughly 80 meals and students had been waiting in line for 15 minutes to ensure they secured a free dinner. All meals were in individual containers and were frozen until delivery. The idea of the campaign was to be more sustainable so we have put the project on hold while we can figure out a better way to get food to students. Even if it wasn't feasible to happen again, we still fed 80 hungry students!

There has been quite a bit of discussion around the CSSF. I am working with Karyn and Rachel to get students to understand why you pay the money and where it goes. We are planning on attending CHCH and Welly campuses next quarter.

CMSA and WMSA have both signed their MoUs for the year. Southland is still waiting as they are trying to negotiate more money with the university.

I had a fantastic opportunity to go and see UCSA and LUSA which was beneficial seeing how different associations function and get some good ideas from them. UCSA and VUWSA came



Otago uni **students'** association

down to see OUSA as well. UCSA has taken things we do and have worked with their university to implement some of these ideas.

GOALS/RECOMMENDATIONS

Continue to investigate the funding system of the satellite campuses:

What: Every year the satellite campuses get funded a set amount for activities they want to do with no consideration to the amount of students that are at each campus, what they study or how much they pay in student services fees. As the associations need the money for the year to function, I have already arranged the MOU with CMSA and have kept the funding the same with the plan to make a proposal to the 2019 president with a better way to go around it, or alternatively (and better), get the university to fund them.

I plan to send a survey out to all students of University of Otago who are not at the Dunedin Campus to see what services they currently have, what they use, what they would like and others to evaluate if they know what they have available to them as well as figuring out what they want.

When: This project will take me the whole year as it is incredibly hard to be in contact with the student associations as well as gathering all the information I need from the university.

Lively Campus:

What: I campaigned on wanting to see more for students to do on campus. I have had initial conversations with James Lindsey and there is funding for such projects, I just need to give this my undivided attention and get out to students to see if there's things they would like to do. From this, a concern of mine is the line at UBar. I plan to work with relevant people to make this a safe and painless experience.

When: This will be a full year project that I will continue to report back on. I can imagine it being something that will continue into 2019.

CSSF transparency:

What: Ensure that there is a system in place that students feel they know why they pay the CSSF and how much goes where

When: This will go on for the rest of the year. It is something that many not show results for this year but there will be some changes in the way things are done for next year