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Second Quarter Report 2018
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Part One: Executive Officer Position Description Duties

6.1 Assist the President in their duties.

Caitlin and I often offer each other advice on how to deal with certain situations. I also perform any delegated tasks accordingly. I assist Caitlin by performing tasks and attending meetings for her when she is unable to herself.

6.2 Support the President by maintaining oversight of all executive officers.

I report to Caitlin once per week to discuss all Executive Officers' projects and progress, as well as my own projects and progress.

6.3 Assume all the powers and duties of the President in their absence.

Has occurred on two occasions. The first, I had two media requests from the ODT which was managed with the marketing and communications department. The second, I attended a Compulsory Student Services Advisory Group meeting on Caitlin's behalf. On both occasions, I filled in for her radio show and had to make some general decisions that would normally fall under the President's authority. I have chaired all Executive meetings in Caitlin's absence.

6.4 Where reasonably required, assist the Finance Officer in their duties.

I have not had to substantially assist Sam in his duties this quarter. I have occasionally, in his absence, been required to sign invoices. We worked together on the increase in honoraria payments. We offer each other advice regularly on each of our roles and responsibilities.

6.5 Be responsible for organising training of Executive Officers.

Not required in the second quarter.

6.6 Be responsible for organising Executive Officer attendance at national and local conferences.

Have not been required to do so this quarter.

6.7 Ensure that Executive Officers and Committees operate in adherence to the Constitution and Rules of OUSA and be responsible for coordinating the updating of it when required.

All committees are operating in adherence to the Constitution and Rules.

I was responsible for reporting a prospective constitutional breach to the Student Body pertaining to an increase in Executive honoraria. This breach was with regard to section 23.7. I was also responsible for the wording of the motion taken to the SGM in May validating the breach.



It was debated whether or not an advanced payment of the annual NZUSA levy would breach the Constitution at an emergency meeting of the Executive. I determined that it prima facie would not result in a breach. The accounts department was consulted with after the meeting. Legal advice was subsequently sought and it was confirmed that there was no breach.

The Constitution was updated in the May referendum and subsequently registered. There were several amendments that I considered necessary to promote consistency across the Constitution. These were proposed and subsequently accepted by the Student Body. The next step is to systematically review the Constitution to see if it adequately serves its desired purpose. These changes were ameliorated by Policy Committee, the Executive, and the mediator before being put to referendum.

6.8 Ensure that Executive Officers and Committees operate in adherence to the Association's Strategic Plan, and be responsible for the updating of it when required.

The Executive has regular catch-ups updating each other on progress towards achieving our project goals this year. These projects are aligned with this year's strategic plan. Later this year, I will work with the CEO to coordinate a new strategic plan.

6.9 Ensure that Executive Officers and Committees operate in adherence to the Association's internal policy, and be responsible for producing and reviewing internal policy, in consultation with the Executive, staff and other relevant stakeholders.

6.9.1 Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the association's internal policy and the university calendar.

Executive Officers and Committees have adhered to internal policy this last quarter.

A review of all the Association's policies has nearly been completed by Policy Committee. We are now working through the changes stemming from this review. There are several policies ready to be put to notice pending Executive approval.

The cover pages and system for indexing all policies are currently being updated. I am currently working on updating the Elections Policy and Elections Rules consistent with the recommendations from Elections Review Committee. These policies will be brought to Policy Committee. I have also begun to amend the Executive Job Descriptions Policy as part of the Executive restructure – updating position responsibilities consistent with current and best practice. This is still in the early stages as further input from the Executive is required.

Following the May referendum, the Referenda Policy is about to be reviewed by Policy Committee. Potential changes were noted during the referendum process and will be addressed. The Grants Policy is currently being updated. I have been involved in this process at Grants Panel meetings. This policy will be consulted with Clubs and Societies before coming to Policy Committee.

6.10 Ensure that Executive Officers and Committees produce and present meeting minutes at executive meetings.

This has been happening in the second quarter. Executive Officers rarely need reminding.

6.11 In conjunction with the Secretary, ensure that all members and student media outlets are advised of meeting times, and that the agenda is prepared and circulated beforehand.



This has happened weekly. I assist Donna with preparing the agenda and attaching supporting documentation.

6.12 In conjunction with the Secretary, coordinate meetings of the Student Forum, referenda and, where appropriate, elections of the OUSA Executive.

6.12.1 Where coordination of the Executive elections by the Administrative Vice-President is deemed inappropriate by the Returning Officer, the Administrative Vice-President may delegate this responsibility to any other Executive Officer.

The May referendum was a relative success given the substantial number of questions put to the Student Body. The entire process took up just over one month. This process included, call for question submissions; vetting from the mediator; pros and cons written by Policy Committee; referendum questions put in Executive motion; wording of questions put to notice; student forum; referendum opens. There was a significant amount of work involved in this process. I organised a lecture-bashing and voting booth roster for the Executive to push voting. The Executive did a fantastic job throughout the week.

There were 26 questions which made this process more time-consuming. Voter turnout was as expected given the nature and number of questions in the referendum. Moving forward, a three day voting period is desirable rather than four. On the third day there was only a small number of voters, whereas on the fourth day (final day of voting) there was a significant number of votes cast. This will be looked at as part of the Referenda Policy review.

I coordinated a SGM held the week following the referendum. This included booking the main common room, wording motions and setting the agenda. There was a significant amount of other admin involved with this. Coordinating the SGM was a two week process. With turnout being around 123 students, engagement in the SGM was unprecedented in the last 10 years.

6.13 Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting.

The primary concerns I have raised in the previous quarter has been regarding reasons to enter Committee of the Whole. I have made it clear that there needs to be substantive justifications that meet one of the two reasons for entering into Committee. The issue of confidentiality will need to be addressed at some stage.

6.14 In conjunction with the Chief Executive Officer, ensure the Association abides by all relevant legislation, including, but not limited to, charities and incorporated societies legislation.

The Association has abided by all relevant legislation in the second quarter. I have not had to intervene in any instances as of yet.

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

6.15.1 Standing Committee of the Executive;

6.15.2 Policy Committee.

I am a member of both.

6.16 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:

6.16.1 Planet Media Dunedin Limited.



I am not a director of any company.

6.17 Chair meetings of the Policy Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the committee are adhered to.

Policy Committee meets fortnightly. All of the above has been satisfied.

6.18 Where appropriate, seek advice from the Honorary Solicitor on legal matters relevant to the Association.

I had to obtain legal advice from the Honorary Solicitor regarding the increase in Executive honoraria rates. She deemed an increase would breach the Constitution. This prospective breach was validated at the SGM.

With regards to the NZUSA advanced payment, it was not appropriate for me to seek advice on behalf of the Executive from the Honorary Solicitor. The Association Secretary sought advice instead.

6.19 Meet weekly with and oversee the functions of all Portfolio Officers.

Weekly meetings have been going well. Admittedly, it has been difficult to keep on top of this in the second quarter with significant events such as referendum and SGM impeding on my time. Whenever myself and respective Officers have been available, we have continued to have meetings.

Due to limited time, it has allowed for more efficient meetings with action points ascertained more quickly.

6.20 Be available via cell phone at all practical times.

I have been available at all practical times.

6.21 Where practical, work not less than twenty hours per week, from January 1 to December 31.

To fulfil my responsibilities, I have been working no less than twenty hours per week.

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.

Due to limited time, the Campaigns Officer Roger Yan has shouldered responsibility for the capping charity.



I volunteered as MC for OUSA's annual ANZAC service. I have assisted at a number of OUSA barbeques as well as occupying the OUSA stall on tertiary open day.

I lecture bashed all throughout the week of the May referendum. I also occupied the voting booth and proactively collected votes on the iPads several times throughout the week.

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.

I have attended every Executive meeting and project meeting given I have been available. There have been no national conferences to attend this quarter.

I attended a UN SDG Summit in Wellington this quarter. This was part of the University's sustainability drive.

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.

Not applicable for my position.

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.

Every Executive Officer's hours are publicised on the OUSA website. I have had office hours every week.

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

I have dedicated significant time to the University Grange Cricket Club this quarter. Most of which was corresponding to finalising and implementing a new Constitution.

Part Three: Attendance and Involvement in OUSA and University Committees

This quarter I have attended all Finance & Expenditure Committee meetings, Policy Committee meetings, and Grants Panel meetings. The University Committees I am appointed to have not met / been disestablished.

Part Four: General

This has been an extremely busy quarter. Most of my activities have been background work for the above tasks.

After much consultation with Janine Hayward, Blair Hughson and Donna Jones, we are close to developing the new Alternative Vote (AV) election system. Most of the time has been taken up by figuring out how the system works in extreme circumstances and outcomes. This is so that a Blair can develop a robust system. We will test the system in the coming months before elections.



In coordination with NZUSA, I have begun the background work for a 'repeal VSM' national campaign. A campaign strategy is now drafted, and other key documents are currently being drafted. Most of the work around this has been establishing key messaging, key stakeholders, and channels for implementation. NZUSA President, Jonathan Gee, is meeting with MPs and Ministers to establish channels.

I met with the Vice-Chancellor regarding the Executive restructure. This is slowly taking shape. The priority is perfecting our current job descriptions first, and then potentially creating new portfolios. This is subject to student consultation (in the form of a student forum). Executive Officers have given me their 'diaries' for a week which outlined every task they performed. This has given me clarity in amending current job descriptions.

The Elections Review Committee has recommended a number of changes which will be presented at the next Policy Committee meeting. Aside from further discussion needed around practicalities with elections, I am satisfied that this Committee has almost achieved its purpose. We have proposed some options regarding election tickets which will be presented to the Executive.

I met with Pacific Island (PI) students with regards to establishing a Pacific Island Association / Council. It has generally been agreed upon that a PI representative shall be an ex-officio member of the Executive. It is idealized that this be in place for 2019.

There are only a handful of policies left for Policy Committee to change. However, such policies are extremely important. Referenda Policy, Elections Policy and Elections Rules are the most salient for this Committee. We will working on this during the semester break.

As part of the University's sustainability drive, I booked the Rubbish Trip to present on campus. There was a decent number of students in attendance. Due to the timing of our referendum, SGM and exams, the University-OUSA Green Impact campaign has been postponed until semester two.