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Campaigns Officer
2nd Quarter Report 2018
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Part One: Executive Officer Position Description Duties

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

I have maintained regular contact with all exec members, checking in on them to ensure the campaigns and initiatives they have carried/are carrying out are properly done so.

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

I have maintained a working relationship with Colleges Officer Norhan and am currently working closely with her to work on the "Financial Barriers of an RA" (name TBD) campaign. Outside of this I have also offered my assistance throughout the quarter.

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

1.3.1 Welfare Committee

I have either attended or sent my apologies to all welfare committee meetings except for one.

1.3.2 Colleges Committee; and

Not applicable

1.3.3 Education Committee.

I was appointed to the education committee as the Humanities Divisional Board Rep and have attended the one meeting the committee has had.

1.4 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 the executive members regarding any campaigns they have, or any plans they have of any coming up either formally or informally to discuss their ideas and how they fit into OUSA's strategic plan and objectives. I have also let the exec know my assistance is at their disposal if need be.

1.5 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 are working on. As such I felt meeting weekly with each of them was not needed. Of the committees that do/plan to run campaign(s), I sit on those committees.

1.6 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.

1.7 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 Cammy weekly for our catch ups, discussing a multitude of things including relevant campaigns. I also relay to him the information I get from marketing and comms and well as other exec member.

1.8 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.

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

By meeting with Kat on a weekly basis, I am, for the most part, aware of what is going on regarding OUSA campaigns, initiatives and events. In terms of being ask to act as that reference point, to the best of my knowledge, I have not been contacted in regards to any OUSA campaigns, initiatives, or events.

1.10 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.

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

On average. I have worked at least 10 hours a week.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

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

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

Not applicable for the 2nd quarter.

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

Not applicable

1.12.3 Collecting for the capping charity; and

Not applicable

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

During the week of the referendum, I spent every hour I could at the polling booth and was lecture bashing almost every hour, on the hour.

1.13 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

1.14 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 used less than 10% of my budget so far thus not exceeding it.

1.15 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.

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

I have been a POLSA mentor this quarter and can confidently say I have spent over 5 hours towards it.

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 every divisional board meeting and while they do not go for very long, I have confidently pointed out issues I have disagreed with.*
- *Humanities Academic Committee- I have attended every AC meeting and contributed greatly to each of them, looking intently for hours trying to find typos, missed commas/periods, and poor formatting (how fun). From this I have been asked to be involved with the 2018 Humanities Teaching and Learning Symposium next year*
- *Education Committee- We have met once this quarter/year but communication outside of the meeting has been regular and effective.*
- *Information Technologies Advisory Committee- I have attended their one meeting (all the others have been canceled due to lack of agenda items) and was heavily involved in discussion.*
- *Computer based Examinations Working Group- We have met a number of times this year and I have contributing to most discussions. Some students have come to me with issues and I have passed them onto the project manager who was super receptive and quick to respond.*
- *Student App Steering Group- Having met only once, the group has shifted to the tender selection stage which the selection panel has met 3 times. Of the 15 applicants, we are slowly narrowing them down. I am excited to see what this group does this year.*
- *Welfare Committee- refer to point 1.3.1*

PART FOUR: GENERAL

Hi there. If you've read up till here, I congratulate you! Reading reports is pretty boring stuff but you made it! Good job! So how was this quarter? It was honestly really good. Since the job description box checking doesn't properly encapsulate what has happened, let's take a walk down memory lane.

Weekly recap videos- These have gone SUPER DUPER WELL! With over 20,000 views across all of them, they've been a real success. Feedback from students has been really good as well. While James and I are the "main stays" of the videos, this quarter, I have had 3 other Exec members join me to film in one way or another. I've also asked planet media to get some cooler prizes for the next semester. And while I will continue to improve the edits in the videos throughout the rest of the year, I am really happy with how much of an improvement we've seen in quality from the first video to the latest one. But if I'll be honest, these videos have taken up a lot of the ten hours I'm supposed meant to do. Taking anywhere from 4-5, sometimes even 6 hours to finish. And it's not that the process is particularly inefficient, it's simple the fact that writing the script, filming, and editing takes up just that much time. While it's not perfect I will probably review the production process and see how I can try to make it faster. Overall though? Great success!

Referendum- So like I mentioned in point 1.12.4, I (along with most of the other exec members) went HARD on the push for the referendum. With the voting booth, roaming iPads, and borderline excessive lecture bashing, we did not get nearly as many people voting as we'd hoped. That said we still got a lot of responses.

Student Engagement- I established a group for student engagement comprising of a number of groups/clubs around university as well as community members to brainstorm the achievements and issues OUSA has regarding student engagement. It went really well and a lot of ideas came from it. James and I will take these ideas, compile them over the break and have an actionable game plan by the start of the second semester.

SGM- James and I went around one night and put posters for the SGM EVERYWHERE in the Link and Union Building (obviously not literally) and we also made a banner which we stuck up in the union building (go to James' facebook profile picture to see it)

College's campaigns- Norhan and I began work of the barrier of being an RA campaign (again, name TBD) with an informal meeting with interested parties. From this we'll get written submissions in and go from there.

Committee work- Sitting on over half a dozen groups, including the infamous divisional board/academic committee with agendas as long as 300 pages at times, they take up most of the my time. While I have enjoyed being on them. It has been harder to properly juggle everything else this quarter.

Overall good though? I'd say so. We managed to get a lot done. And I look forward to what the next semester has to bring.

PROGRESS ON GOALS/RECOMMENDATIONS

*Alright team. Real talk. At the start of the year, I planned to have a year of "green campaigns". But as is the nature of going into a job you have not properly experienced before, I realised there was a bigger issue to address – that being student engagement. As a result I have, and plan to continue, to shift my attention towards getting better student engagement. Because the way I see it, how can campaigns have a profound and long lasting effect if there is no engagement to work off of? So in light of this both James and I will **work on a student engagement plan over the break and have a plan ready to implement by the start of the second semester.***

Sex week has been thrown onto the coattails of Student Support's Diversity Week which is due to happen at the end of July and I am working with Hahna to work on it.

And the videos have continued without fail, except for at the end of the semester and mid semester break for obvious reasons.

Okay. Recap time. Clean up and glass reduction initiative have been thrown onto the back burner while I focus on better student engagement first. Sex week will not be its own week but run alongside Diversity Week. And the Videos are doing really well.