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

10.1 Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of postgraduate students.

I have consulted with postgraduate students and represented their views at various university and OUSA meetings. I have also provided guidance to postgraduate students who have needed it, or passed them on to the right University officials where appropriate.

Along with other members of the Executive, I have written for Critic's Executive column section. That said, I have not spent money on publications myself owing to the cost of advertising and the limit of my budget. However, I am funding the Supervisor of the Year Awards. Those awards are an integral part of maintaining a positive university environment for postgraduates.

10.2 Work with the University and the Student Support Centre to implement OUSA's policy on Postgraduate Student Representatives.

I sit on all of the necessary boards and committees to implement OUSA's policy on Postgraduate Student Representatives, as evidenced in this report. I also meet with the necessary stakeholders and key figures: including other representatives and staff.

10.3 Be one of the Association's representatives on the University of Otago Senate.

I sit on the Senate.

10.4 Where required, assist the OUSA Research and Administrative Assistant to administer aspects of the Departmental Postgraduate Student Representatives system including:

10.4.1 Maintaining regular contact with representatives from postgraduate classes or programmes via email or other means; and

10.4.2 Encouraging regular postgraduate class representative meetings, and attend these meetings whenever possible.

I have maintained contact with various postgraduate representatives, whether they come from clubs or societies, boards, committees, or administrative roles.

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

10.5.1 Postgraduate Committee;

10.5.2 Education Committee; and

10.5.3 Welfare Committee.

I currently sit on: the Welfare Committee, the Education Committee, Senate, the Board of Graduate Studies, the Health Sciences Divisional Board, the NZUSA Mental Health Working Group, the Graduate Research Student Liaison Committee, the Elections Review Committee, the Human Ethics Committee, and I have participated in the Healthy University Advisory Committee as a member of OUSA once.

10.6 Chair monthly meetings of the Postgraduate 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.

Owing to my limited budget, time constraints, and resource constraints, I am unable to act upon the requests of a full-fledged postgraduate committee. Therefore, I have opted to consult a cohort of students as necessary for certain issues, rather than hold a regular committee meeting with the same few students.

10.7 Take direction from the Postgraduate Committee on all matters relevant to postgraduate members.

I have sought broad consultation with students, staff, and other representatives to ensure that I hear about a wide range of issues and can take on board a wider set of perspectives than my own. That work around fulfils the advisory capacity of a committee.

10.8 Normally be the Association's representative on the Board of Graduate Studies.

I sit on the Board of Graduate Studies.

10.9 Maintain a good working relationship with relevant OUSA staff, ensuring that information is shared on issues of relevance to postgraduate students.

I attend Executive meetings and provide updates as necessary. I also maintain contact with the Executive and staff to alert them to issues as and when they arise.

10.10 Facilitate a variety of student representation on postgraduate related University Committees.

I represent the views and opinions of postgraduate students who share their concerns and ideas with me. I make a specific effort to represent the voices of those students who are unwilling or unable to represent themselves, as I believe they are the most vulnerable groups.

10.11 Maintain a good working relationship with the Director of Graduate Research Services and endeavour to meet with them on a monthly basis.

I have maintained a relationship with the Director of Graduate Research Services. We are currently organizing the Supervisor of the Year event.

10.12 Maintain links with and assist affiliated Postgraduate bodies.

I have maintained links with and assisted affiliated postgraduate bodies. I have even met with the President of the Council of Australian Postgraduate Associations, and spoken to international postgraduate associations to broaden my perspective of postgraduate work.

10.13 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to postgraduate students to their attention, and meeting with them on a weekly basis.

I share my concerns and ideas with the AVP as necessary. We meet as often as we can, given our schedules.

10.14 Perform the general duties of all Executive Officers.

See Part Two: General Duties of All Executive Members

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

I have worked close to 20 hours per week, on average.

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.

I have assisted with Referendum advertising, sat on the Referendum stall and represented OUSA at the Clubs and Societies event.

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 made myself available for every meeting and event that I could physically attend. The only exceptions are when a scheduled meeting has clashed with a different scheduled meeting.

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 have not exceeded by budgeted expenditure.

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.

I have regularly responded to all correspondence received. In a bid to improve correspondence, I have sought to retrieve access to a long-since expired OUSA postgraduate mailing list. Having been unable to do so, I recently made a separate mailing list.

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

I went leafleting for an upcoming event with Sherrema.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I currently sit on: the Welfare Committee, the Education Committee, Senate, the Board of Graduate Studies, the Health Sciences Divisional Board, the NZUSA Mental Health Working Group, the Graduate Research Student Liaison Committee, the Elections Review Committee, the Human Ethics Committee, and I have participated in the Healthy University Advisory Committee as a member of OUSA once.

The Working Group I described as confidential in my last report has not met since. If it does meet again, it will do so at a time when it is no longer confidential. To clarify, it is not my working group, I'm only a member of it.

PART FOUR: PROGRESS ON GOALS

I have made progress on the postgraduate student welfare survey. At the beginning of the year the survey was dead in the water after conversation with some members of staff at the University. Within the last week I have heard that other members of staff are working on a very similar project. It is too early to comment on what may come of it,

but there is hope once more. Should this project fail, I will seek to do an independent survey.

I have also made progress on my plans for a Supervisor Speed Dating event. I have talked with the Graduate Research School and we are collaborating on the project. By July or early August we will have drawn up a set of plans and will be able to do a proper assessment of the feasibility of this project, given divisional budgets, GRS budgets, OUSA budgets, and other constraints. At any rate, this plan is currently moving forward.

I continue to work with NZUSA and I have continued to develop relationships with members of the student community that are beyond the ordinary OUSA scope or beyond typical student politics.

I talked to students about the prospect of a Secret Santa type event. Many students liked the idea, however I did receive consistent feedback that the event needs to be of a larger scale if it were to be appealing. To create an event of that scale would be unjustifiable given my budget and plans.

PART FIVE: GENERAL

I wrote a submission to the Dunedin City Council on behalf of OUSA and the students I consulted. I also represented OUSA at a Dunedin City Council hearing to provide an oral submission which supplements our written submission.

I have met with the Otago University Debating Society and arranged to host and moderate up to three public debating events in the second semester. These events would be in collaboration with OUDS, OUSA, and there has been interest from another interested party. The purpose of the events is to facilitate proper debate about important issues on campus: Support Services Review, Voluntary Student Membership, etc. We want to provide students with a chance to hear the arguments on both sides of the issues. Furthermore, we hope that the events will be educational and will generally raise awareness about these important student issues.

I have met with postgraduate students who have raised concerns about international insurance at Otago. These conversations were very recent and are in early stages. This issue will become a focus of mine going into the second semester. I will also look at ways to breakdown the Compulsory Student Services Fee, so that those who can only access a couple of the services provided will only have to pay for those services. I am unsure whether that system can be changed, but I'll find out.

I attended the NZ Mental Health Inquiry events that OUSA co-hosted.

I sat on a fellowship committee for one of Otago's scholarships.

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