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

1.1 Promote via publications, promotions and campaigns support for Residential Colleges and first year students at the University of Otago.

I have promoted the publications and campaigns of OUSA ANZAC day service, Financial Barriers of RA's and OUSA Referendum.

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

I have not yet been asked to assist the Campaigns Portfolio Executive Officer with their duties.

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

I am a member of Colleges Committee

1.4 Chair monthly meetings of the Colleges 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.

Given Colleges did not elect their College Presidents till quite late in the year, I have only had two College Committee meetings so far. College Presidents are advised of the meeting times via our Facebook page and as they prefer the meetings to be more informal, the topics are also posted on Facebook rather than an agenda being circulated.

1.5 Take direction from the Colleges Committee on all matters relevant to Residential Colleges and first year students within the University and the community.

I have taken direction from Colleges Committee, first year students and the community. The main direction given from Colleges Committee was in regards to sustainability in which I met with James Lindsay and Gary McNeill. I have also contacted Hilary Phipps.

I have also taken direction from the Colleges Committee in regards to social events and prizes that could be won for the colouring in competition and quiz night.

Other directions given from University of Otago students were in light of the recent OUSA Referendum in regards to RA pay in which Campaigns Officer and I are working on currently.

1.6 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Residential Colleges to their attention, and where reasonable, meet with them on a weekly basis.

I believe I have a good working relationship with the Administrative Vice-President and where relevant have brought issues relating to Residential Colleges to his attention.

1.7 Via, or in consultation with the Student Support Centre, maintain a good working relationship with the Accommodation Office of the University, sharing information and ideas with them when appropriate.

I have consulted and discussed matters in relation to flatting talks and safe relationships within the Colleges with Student Support. I have also been in contact with the Accommodation Office, however yet to share information and ideas with them as the opportunity has not come up.

1.8 Maintain a good working relationship with the heads of Residential Colleges and their student representatives.

I believe I have a good working relationship with all heads of Colleges and their student representatives. I have met with all heads of Colleges and student representatives and email them when appropriate or post on our group Facebook page.

1.9 Perform the general duties of all Executive Officers.

To the best of my abilities, I have performed the general duties of all Executive Officers.

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

Where practical, I believe I have not worked not less than ten hours per week.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

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

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

I have assisted at OUSA Tent City and Orientation week during the first quarter.

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

I believe I am a safety contact if required.

Collecting for the capping charity; and

I have not been asked to assist in this.

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

I have assisted with the referenda this quarter.

2.2 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 been available for all Executive meetings, trainings and planning sessions this quarter.

2.3 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 a record of my current budget and in control of my expenses out of my budget. I have not exceeded by budget.

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

To the best of my abilities I have maintained regular publicised office hours and checked/responded to all correspondence directed to me I have received.

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

I have undertaken at least five hours of voluntary service within organizations such as Community Law, RILAS, Red Cross and Rotaract.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I am currently a part of the following committees/boards;

- Policy Committee
- Colleges Appeal Board
- Library Services Committee
- Library Student Liaison Committee
- Campus Life Events Committee
- Colleges Committee
- National Woman's Council

I have attended most of the committee/board meetings that have been scheduled this quarter.

PART FOUR: PROGRESS ON GOALS

Goal One: Meet with every head of Residential College.

This goal has been completed

Goal Two: Ensure Sanitary products are available within all colleges.

This goal has been completed and sanitary products have been accessible to the Colleges who responded with interest.

Goal Three: Safe Relationships Campaign within colleges.

The Welfare Officer and I have worked with both Jamie Gilbertson and Melanie Beres in regards to this. Consent workshops will be running in Colleges from semester two. I will be involved in both the training and the workshops.

Goal Four: Intercollege social events

In light of Colleges stating they had a jam packed schedule of social events, I have endeavoured to make social events targeting smaller groups within colleges such as international and postgraduate students rather than the whole college – however, all students are welcome.

The International Officer and I are hosting a 'Around the World in 80 questions' International Students Quiz Night. The event will be taking place during the third week back of Semester two, we will invite all International students within Colleges and International students within the university to come together for a fun night of bonding. We aim to have students in teams of six, where two pairs of students from colleges and a pair of students that are older. This will ensure students have a friend they feel comfortable with but also the ability to meet other students from different colleges and learn from older students.

I am planning on working with the Postgraduate Officer during semester two for a postgraduate social event for students within Colleges.

Goal Five: 'Breaking the Myth'

Colleges are yet to have their Flatting talks as they are planned to take place in Semester two for most colleges. I will do my best to attend these talks or ensure student support is at the event.

Goal Six: Cuddle Fix and Colouring in competition

Colleges either received a kitten cuddle fix from Animal Rescue, a dog cuddle from SPCA or a colouring in competition poster and pencils during semester one examination period. I have received good feedback from Colleges in regards to this helping students de-stress around exam period.

This will also be available in colleges for semester two examination period.

Goal Seven: Flatting Pamphlet

I have compiled flatting information from student support, community law and tenancy services for a flatting pamphlet to be released in semester two. The design and the implementation is currently on its way to the hands of Marketing and Communication department by the start of semester two.

PART FIVE: GENERAL

Welfare Officer and I had a goal to ensure that every executive officer had a mentor for the year. In light of recent meetings with Alison Stewart, it was decided it was best if every executive officer organised their own mentor and we would distribute a list of resource persons for every executive officer. This has been done and we will aim to continue updating the list for upcoming executive officers.

Campaigns Officer and I are currently working on ensuring Residential Assistants within Colleges are adequately heard in regards to the Financial Barriers of being an RA. This is as a result of the recent referendum result.



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We have had one open discussion talk and we will open written submissions soon.

After written submissions are closed, we will be having another open discussion.

Finally we will collate all the information and present it to the University.

I have also sent the HR manager a overview of the talk in order to be considered by the director as a part of the annual review of RA employment conditions.

We have also been in contact with James Lindsay and Jamie Gilbertson about the matter.

Finally, I have been having monthly meetings with James Lindsay in order to keep him updated with how the year has been going and receive any advice/recommendations from him in regards to any plans.