

Caitlin Barlow-Groome  
President  
3<sup>rd</sup> Quarter Report 2018  
Submitted 18-09-2018 at 3:49pm  
2279 words

## **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

- 4.1 Be the official spokesperson for the Association.

*There hasn't been a whole lot of media coverage this quarter. Have delegated more media as it can be quite demanding.*

- 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.

*Our executive this quarter has submitted on a few different bills to the government including the bill around how much tertiary institutions can increase tuition fees. Main media I've been in contact with are Critic and ODT. I believe we continue to have good relationships with student associations across the country.*

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

*Unfortunately I haven't had any contact with OPSA.*

- 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 Council meeting and Council subcommittee meetings. I also have attended Capital Development Committee (another subcommittee) whenever possible and went to Christchurch on a Council trip in July. There has only been one in person Senate this quarter which I attended. NZUSA has meet twice this quarter and I have chair two FRAC meetings this quarter. I also stepped up to help out a bit more while Jono was away in July.*

- 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. Polcom has been very busy this quarter working on grants policy, blues and golds, and elections policy mainly. Grants Panel has not met recently due to having no funds left.*

- 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 once this quarter as a board and again I met with the Chair of the board and the GM of UBS.*

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

*I have chaired all meetings this quarter.*

- 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. There have been a few issues arise over this quarter which has meant we have been meeting informally more frequently.*

- 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 formally with Cam, Sam and James weekly where possible but am in contact with these guys regularly.*

- 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. We openly supported VUWSAs The Wait is Over campaign earlier this month.*

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

*I do not believe this is still relevant. I continue to have clubs and groups on my radio show and have been invited to cultural performances.*

- 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 feel as though I do a lot of general work so I think I am covering those duties. Such as helping organize the TRM/OUSA dinner and being at the stall for the elections.*

- 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. Although I have spent time helping with NZUSA stuff, I do not believe this has impacted my hours for OUSA.*

## **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.

*This quarter had Re-O week where we helped where we could but there wasn't too many things to do and have assisted with the elections which are going on right now.*

- 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 believe I have been available for all of the above that have happened this quarter. Next quarter will have a lot more conferences for the outgoing and incoming presidents.*

- 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 been pretty bad at attending my reception hour given it has been such a busy period but will aim to do more next quarter. 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.

*Raising over \$2,100 for Sophie Elliot Foundation in July.*

## **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
- OUSA 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
- Advisory Group for Compulsory Student Services Fee

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 am incredibly happy with the work I have done on this goal. In July, I attended Wellington and Christchurch Campuses to consult with the students around how they find their services and are they happy with what they pay. There was a large push in Chch to receive more money for the students association but Wellington wanted to stay the same. We did a quick

survey with the students and have approved what their suggested changes were and this will go through at Council.

Their funding will also come from the university and be based off a per person estimate rather than just a standard amount they receive annually. This does mean their funding can slightly change annually but they understand that and prefer it that way. Overall it is a great result and can't wait to see how it all pans out next year!

### **Lively Campus:**

Not much has progressed on this goal this semester. I am working on a Sports Day Friday with Unipol but due to the slow processes of the university, it'll be a while until we get any funding. Will aim to kick this off around the end of September. The aim is to ensure students are getting their well-deserved break!

### **CSSF transparency:**

This quarter I have done a lot of work around the Compulsory Student Services Fee. I created a display in the link for two days which got a decent amount of attention considering it wasn't advertised at all. This year was the first year ever to get the full amount of the CSSF broken down into where every cent goes so students understand where their money is going.

I have also been pushing to ensure the university takes student feedback seriously. Through this results came out that students didn't value certain services and really valued others. I was told that regardless of the results some services will continue to be used. To me that isn't good enough and students need to be listened to. I have been told this has been taken into consideration when setting the fee for 2019 but I will not know until Council.

Next step: Is to update the University website with what they actually fund and try get a full breakdown on to there.

### **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.

Squash Courts have been a large project of Sam and I's over this quarter. We have ensured there is a thorough consultation process and have kept the club up to date with all our thoughts. We are hoping to have a decision from the executive in the coming week.

Budgeting has taken up a lot of my time due to going back and forth with the university. Again, Sam and I have spent a lot of time ensuring we are fairly treated and fairly funded. There has been a lot of work around the potential shift of TRM from the OUSA budget. We have ensured they are supported and helped them along the way. I attend with Cam and Umi the TRM hui explaining things and commenting/helping out where I could.

As always, this role is a lot of show face. I have attended events such as the Caroline Freeman opening and the University Court Benefactors dinner.

Elections have made this week crazy busy. I have been on the stall for majority of Monday and Tuesday with the aim to do the same on Wednesday and Thursday. I have also attended two colleges to get them to vote!



otago uni **students'** association

I am happy to expand on things but as I do monthly reports a lot is already covered

## **GOALS/RECOMMENDATIONS**

### **Prepare a handover and mentor the incoming president**

**What:** I want to bring the incoming president along with me as much as I possibly can. I believe they should start attending events such as NZUSA meetings and getting to know the staff around the uni and who can help you on what issues. I also want there to be a good handover this year before the year ends. I had lots of questions last year when I received my handover in Jan so I want to be around when the incoming person is still here. Ideally I want the whole executive to get handovers done earlier.

**When:** On going but have a handover done by 30 November so there is still a few weeks to ask for guidance on it