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Administrative Vice President
Third 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.

I have not substantively had to assume powers and duties of the President this quarter.

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

I have assisted Sam with drafting the proposed 2019 budget. The majority of this assistance has been in the form of informal advice. I have also assisted Sam with his projects that are still in the FEC stage.

6.5 Be responsible for organising training of Executive Officers.

Not required in the third 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 currently have proposed constitutional updates awaiting to be put to the Student Body through referendum. Most of these updates will allow for a better functioning Executive in terms of the timings of referendum and elections.

I have also met with a student on a number of occasions who wished to update the Constitution to install nine (9) General Executive Officers. After much discussion, we compromised to propose three (3) General Executive offices. The grunt work for this will need to be done after the referendum shall these series of questions pass.



There has been some confusion around whether limiting or banning election tickets would be unlawful. I have obtained legal advice which states that banning or limiting tickets would be unlawful. This means that no constitutional changes around restricting tickets and collective campaigning can be made.

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.

Myself, Caitlin and Debbie are drafting a new strategic plan which will be sent out for consultation to the departments in the next few months.

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.

Myself and Policy Committee have updated numerous policies this quarter. These are: Grants Policy, Elections Policy, Capital Expenditure Policy, Blues & Golds Panel ToR, Blues & Golds Policy, Delegated Authorities Policy, and Appointments Policy.

We are currently working on Referenda Policy, Executive Reporting Policy, Grants Panel ToR, and Investment Policy.

Once the elections have concluded and the Returning Officer has submitted their report, Elections Review Committee, and subsequently Policy Committee, will review the new Elections Policy and processes to recommend changes based off the most recent election. Referenda has been on the backburner as we need to wait for constitutional changes to pass in the upcoming referendum first.

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

This has been happening in the third quarter. Executive Officer's rarely need reminding. One Executive Officer did not submit meeting minutes from University Boards. They are no longer on the Executive.

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.

All three (3) have been part of my responsibilities this quarter.

I organised a student forum before elections. This was an information session for all students who were thinking of running for the 2019 Executive. I found this beneficial and recommend this happen again next year. It was a good opportunity for students to ask any questions about the election in general.

I have coordinated the Executive Elections. This has taken up most of my time in the second half of this quarter. We have promoted nominations for the Executive more so this year. This has resulted in every position being contested. We have also communicated the new Alternative Vote (AV) system. This has meant putting a concise explanation on the election ballot and releasing a video which explains the system in a way students will understand/appreciate. Myself and Roger (with help from James) had been working on this video for over a month. We have had good feedback so far.

Most of the work around elections has been getting the AV system up and running. This has meant numerous meetings with Janine Hayward and Blair Hughson. To further entrench this system I have been meeting with Andrew Geddis and Rachel Brooking to figure out the best way to outline clear procedures.

I have been coordinating the October referendum this quarter. This has been difficult given the drawn out timeline and its interference with elections. Everything is on track for this referendum.

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

I have not had to advise the chair on any issues pertaining to Standing Orders except for reasons for entering Committee of the Whole.

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 third 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 have sought advice on whether the term 'Officer' could be replaced by 'Representative'. It was determined that in order to be fully complicit with legislation, we would retain the term 'Officer'.

I have also sought advice on election tickets as reported above.

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

Weekly meetings have been going well. I meet weekly with all available Officers, and 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.

I have fervently been advertising the election and collecting votes. I collected votes every day during voting week. I have also coordinated other Executive Officers advertising and collecting votes for the election.

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.



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.

Elections budget has been used substantially this year. I have ensured we have not overspent, while making sure money is spent appropriately in promoting the election.

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 has been in the form of coaching and administrative tasks in re-entering a Senior Grade team.

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 been disestablished.

Part Four: Progress on Goals

The AV system has been fully developed and implemented for the 2019 Executive elections. A lot of work has gone into developing the system and tailoring it for OUSA. I am pleased to have ticked this off as one of my goals for the year.

As mentioned in this report, a lot of work has gone into elections this year. One of my goals was to enhance OUSA's presence during elections and promote voting. The Executive and volunteers have been on static and roaming polling booths during voting week, and taking polling booths into Colleges during meal times. I displayed pickets with targeted messaging on the Union Lawn, draped an OUSA banner over Leith bridge with voting messages on it, and set up a large public polling booth in the Link using the AskOtago television screen. This has contributed to students being aware of the election.

With the implementation of new rules and a wider OUSA presence, the election has largely lived up to my expectations. I am satisfied with the progress I have made with enhancing presence. However, I would recommend that next year's Executive build on the presence we have built to engage more students in the process.

As previously mentioned, most of OUSA's policies are now up to date. There are still a few significant policies to update but I am confident these will be done. The next step is to put together a policy handbook before the end of the year. This will be displayed on the OUSA website as well as physically distributed around OUSA's departments.

The Executive restructure has been on the backburner since last quarter as most of my attention has been focused on elections. Pending a referendum question passing, I will develop new job descriptions for three (3) new general positions. This will be a priority once



referendum is completed. I am confident structures will be in place by the end of the year for next year's Executive to implement.

Part Four: General

This has been an extremely busy quarter. Most of my activities have revolved around elections and AV implementation.

A lot of my time this quarter has been taken up by FEC and Policy Committee meetings. It has been an extremely busy quarter given the 2019 budget is being put to the Student Body next month and the large number of policies that have since been updated.

I have been in contact with the Pacific Islands students regarding the establishment of the Pacific Islands (PI) Students' Association. It is looking like we will have a PI ex officio representative on the 2019 Executive. This is something I will be extremely proud of if it passes in the October referendum.

I am looking forward to having some of my big ticket items completed so I can finish all of my other tasks by the end of next quarter.