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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

1. Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of cultural diversity.

In this quarter, one of main goals was to begin the survey on how international students' tuition fee increase has been affecting the well-being of the international students. I have written an opinion article on the critic about this and included the survey in the article. Through the publication I have gotten 64 responses. The survey is still open and I am looking into increasing the numbers of the response in coming quarter.

Another campaign this quarter was to submit submission to MiBE about the post-study visa. I have made submission on behalf of OUSA upon the result of opinion pieces I have received from international students. New Zealand International Students Association also made submission and with all those submissions, the government heard our voice and now current students are also entitled to the three year post study open work visa.

2. Organise and run events of specific interest and relevance to international students.

This quarter was eventful.

1. Second International Food Festival – 14th of July
20 cultural clubs have participated to sell their traditional cuisine. It was exciting to have four clubs join the event for the first time including, Otago Vietnamese Students' Association, Otago University Cambodian Club, Latino Club, and Otago Bangladesh Students' Association.
2. Cultural Carnival – 22nd of July
15 cultural clubs took part in the event to share their cultural games, costumes and performance. International Committee sold candy floss for donation (gold coin recommended). We raised \$211.90 and donated all to English Language Partners Dunedin who support new migrants and former-refugee with their English learning. There has been substantial amount of marketing for the event including being featured in Otago Daily Times. Thus we had quite a few community members join the event. However, it would have been great if we could see more local students join us.
3. Diversity week



I have organized two events during the diversity week which was run by Hahna Briggs from OUSA students support.

- Intercultural Communication Workshop - 1st of August

I co-run this workshop with Dr.Jo Oranje and Simone Freeman who is the leader of the students advisors at International Office. They have excellent content to run the workshop. Although the attendance rate was very low, the feedback was very positive. I am hoping that this is the beginning of creating this type of workshop more available for wider students populations.

- Human Library – 1st and 2nd of August

This was an pop-up event where people could borrow “people” instead of “books” to listen to their life stories. It was featured on TV3's “The Project”. The response from the participants were also very positive. It created safe space for people to ask questions that are usually not encouraged to ask and share sensitive experiences.

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

1. International Cultural Council;

We have had four meetings to organise the events.

2. Welfare Committee; and

Unfortunately because of my placement I have missed all the welfare committee that has happened during this quarter.

3. Education Committee.

We had one education committee. I am supporting finding information for “know your rights” booklet’s disability services and international students part.

4. Chair monthly meetings of the International Cultural Council, 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.

I chaired all four of the meetings. One of the meeting was including one representative member from each OUSA affiliated cultural club that joined cultural carnival to liaise about the cultural carnival before the event. For one of the meetings the agenda was not circulated properly because of my fault that my committee members did not know the exact starting time of meeting. Otherwise, agenda was circulated around to the committee members.

5. Take direction from the International Cultural Council on all matters relevant to international student members.

The council has supported when writing the submission on work visa through writing their opinion pieces on google forms that I created. There has not been any



direction given by the international cultural council on the matters relevant to international students other than that.

6. Work on issues specific to international students at the University of Otago, including, but not limited to:

1. Academic issues within the University; and

I have met with Donna Scott who is an international students' advisor specifically for academic related issues. She told me that she reaches out to all of the students who are at the risk of being on conditional enrolment.

2. Social and welfare related issues within the University and the wider community.

I am supporting New Zealand International Students' Association to reach out to final year medical international students. This is because they are not paid the medical intern trainee grant while the domestic students are paid. After we gather enough information, we will take it to the Ministry of Education.

7. Maintain a good working relationship to the OUSA Student Support Centre Manager and Advocates so that the opportunity to share information about academic and welfare issues of relevance to international students is available.

I have worked closely with Hahna Briggs to run the events for the diversity week. Despite having so many events she has supported me so much. I am very grateful that we could host human library as part of the diversity week which opened more dialogues around topics that are not often talked about. I am working with Sage Burke to run a workshop about diversity for University staff members in this coming quarter.

8. Maintain a good working relationship with the International Office of the University, sharing information and ideas with them when appropriate.

I have worked closely with Simone Freeman to run the intercultural communication workshop. The International Office has just developed a blackboard page for all the international students. Nicky Richardson who is in charge of the page has been very supportive and sharing video messages from me to all the international students through the page.

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

The Admin Vice-President Cam Meads and I met weekly when appropriate to report back about my progress on my projects.

10. Work in conjunction with the Finance Officer, the Clubs Development Officer and the Recreation Portfolio Executive Officer to ensure the affiliation and support of international student groups.

During this quarter there have not been any affiliation of club that I was referred to as far as I am aware.



**11. Perform the general duties of all Executive Officers.
Where practical, work not less than ten hours per week.**

I am confident that I work more than 10 hours per week on the average through meetings, event planning, email and text corresponding, helping at the events/campaigns and advocating.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

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

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

I helped at the kiwiana night during the Re-Orientation week. I could not help at other events during the week because I was overseeing the kitchen where cultural clubs were preparing food for the international food festival.

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

During this quarter, I did not attend any event as Are You OK?.

3. Collecting for the capping charity; and

Capping show was last quarter so there was no chance in doing this this quarter.

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

I have looked after the voting booth in the Link and visited Hayward college and Te Rangi Hiroa college to collect votes from students.

3. 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 missed one general executive meeting and one emergency meeting as far as I am aware because of my prior commitments but otherwise I have attended all the executive meetings. I have attended the inaugural mental-health and well-being conference for International Students by New Zealand International Students' Association on 8th of September in Wellington. It was very special opportunity where I got to learn a lot from former-international student leaders and current student leaders across the country.

4. 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.

Cultural carnival's operational cost came out of the international budget line. It has not exceeded the budget.



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

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

Since this quarter, I have started placement for my degree. This has put some time constraint on how much time I can spend on the campus. Therefore, it has been difficult to carry out the reception hours. However, I am mostly present in the office during my office hour and I am available to respond to any emails or texts relating to OUSA at any hours. I have been volunteering for the inaugural CAPE project by the Ministry of Education which is to promote Latine American, South-East Asian and North-East Asian culture among school students with other students from those regions. We will do our first presentation to the school on the 21st of September.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

This quarter I have attended meetings for

- Te Whare Tawharau advisory board
- Distance Learning Board
- International Office Review Committee
- Health Science Internationalisation Committee

PART FOUR: PROGRESS ON GOALS

Mental health/well-being and Finance

I have started the survey for the international students' tuition fee increase how it affect the students' well-being. Unfortunately, next year's fee has already been decided with some big increase for some course. However, this campaign is aiming to create more fairness for international students fee changes in years to come and foster dialogue between students and university before the fee changes happen.

Academic

I have not taken specific action on this during this quarter unfortunately.

Events

Most of the important events have finished during this quarter. There were many things that could have improved, however, this quarter has seen the most active cultural diversity on campus through those events. I would also like to extend acknowledgment to South-East-Asian Fiesta and cultural performances by Sri Lankan Students' Association, Otago Malaysian Students' Association and Indian Students' Association for their excellent work.

PART FIVE: GENERAL



This quarter has been the busiest quarter for me thus far. Although it is heading towards the end, I can finally say that I have gained the hang of this role. There are many issues that international students face, that does not have immediate solution. I was not aware of the situation for the final year of medical international students. In this coming quarter I will be more proactive to encourage those international students to speak up with us.