

Norhan El Sanjak
Colleges Officer
3rd Quarter Report 2018
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1835

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 Financial Barriers of being an RA and OUSA Elections

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.

I have chaired Colleges Committee meetings. 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 and events for the remainder of the year. Please see Colleges Committee meeting minutes for more detail.

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 previously with Student Support and Accommodation Office, however it has not been appropriate in the past quarter.

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 email or call the heads of Residential Colleges and student representatives when appropriate.

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;

N/A

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

N/A

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

I have assisted with elections in regards to advertising them to the Colleges and attempting to get polling booths within the Colleges.

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



Otago uni **students'** association

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

I have attended when appropriate most of these meetings.

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 were meant to be taking place during semester two, however unfortunately due to lack of interest on students part in the Colleges, this has not gone ahead. The university is currently working on what is required in order to make these workshops more attractable to students. I will help with giving some feedback in regards to the advertising, length and timing of the workshops in order to help effectively engage students.

Goal Four: Intercollege social events

The International Officer and I planned a 'Around the World in 80 questions' International Students Quiz Night. The event was planned to take place during the third week back of Semester two, we invited all International students within Colleges and International students within the university to come together for a fun night of bonding. We aimed 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.

Unfortunately there was very little pick up from students and we had to reschedule the event. After rescheduling the event for a date that suited most of the colleges (as the Colleges Committee presidents stated), there was still very little pick up and we had to unfortunately cancel the event. All the planning for this event, could go ahead for another try at the start of the next year – possibly a few weeks out from oweek where all the students are still meeting everyone. I will be sure to add this to my handover document for the next Colleges Officer.

I was also planning on working with the Postgraduate Officer during semester two for a postgraduate social event for students within Colleges, however, due to a recent resignation, this will also be not going ahead unless the newly elected Postgraduate Officer is interested in working on this event with me.

Goal Five: Cuddle Fix and Colouring in competition

Colleges will be receiving cuddle fixes during semester two. There was good feedback received from Colleges in regards to this helping students de-stress around exam period last semester so it will be going ahead as per usual. This will also be available in colleges for semester two examination period.

I will endeavour to have the MOU between SPCA and OUSA in place by the end of the year.

Goal Seven: Flatting Pamphlet

The information has been compiled from student support, community law and tenancy services for a flatting pamphlet to be released. Due to Marketing and Communication department are under quite a bit of strain, this pamphlet will hopefully be released by the start of next year. Therefore students in colleges or just starting flatting life will be able to take guidance from it.

Goal Eight: Financial Barriers of being an RA

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. Since the last quarter, we have had our second open discussion meeting and closed written submissions.

The Campaigns Officer and I, collated all the information from the meetings, the 80 written submissions and research about the standard from other colleges and presented it to the University. We have recently had our meeting and planned the next stages in regards to the matter. We have now started working with on the next steps. I have been in contact with James Lindsay, Jamie Gilbertson and the head of HR (Dan Wilson) in regards to the matter.

Goal Nine: Sustainability Awareness

This is a new goal that I have picked up this quarter, given the main direction received from Colleges Committee was in regards to sustainability. They spoke about the 'plate wastage' in Colleges and how there was minimal posters educating students about how much food goes to waste that isn't eaten after its plated. I will be having a meeting with Gary McNeil about this matter and see if its possible to get some education (such as posters around the dining hall) around food wastage in the Colleges for 2019.

PART FIVE: GENERAL

This quarter has been the most challenging with a few of the goals hitting a brick wall, however, given so, I have tried to think of some new goals/projects with the help of the Colleges Committee that could take place in the final quarter. I haven't included the goals above as I'm not entirely sure how they will play out yet and given they will be at the start of next year, I would also need help from the incoming Colleges Officer. For the next quarter, I will also be tying up loose ends (such as MOU, Flating Pamphlet etc).

This quarter, I have also 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. I have also had a few meetings with the Colleges Officer candidates about what they are hoping to achieve for 2019 and how they are welcome to come to my meetings with James to ease the transition and what projects would be great for both myself and the incoming Officer to work on together.

It's a bit scary to know that this time last year I was elected into this role and how much OUSA has achieved but still has to achieve in the past year. Finally, I'm super excited to work with new Colleges Officer next quarter and have some outgoing/incoming executive bonding.