



Porourangi Templeton-Reedy  
Administrative Vice-President  
First Quarter Report 2019  
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## **Part One: Executive Officer Position Description Duties**

### 6.1 Assist the President in their duties.

James and I have been in contact should the other need any assistance this quarter. If James needed me to be somewhere or attend any meetings I would go on his behalf and give him feedback as in to how the meeting went. Most importantly, I would always ensure that James is alright and always provide my support when needed.

### 6.2 Support the President by maintaining oversight of all Executive officers.

James and I have been ensuring that all Executive officers are working towards completing their goals and/or working on their actions points from Executive meetings that I write up. The bullpen now has a task board so that we can monitor what each Executive officer is doing for the week and whether they complete their goals.

### 6.3 Assume all the powers and duties of the President in their absence.

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

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

I haven't had to substantively help Bonnie in her duties this semester. However, Bonnie and I have a great relationship and should Bonnie need any assistance I will be there to help her.

### 6.5 Be responsible for organising training of Executive Officers.

I helped organised the Marae retreat in February alongside James. The purpose of this retreat was to set our individual and collective goals for the year and served as an opportunity for us to bond as an Executive and encompass whanaungatanga (relationships). James also organised our training sessions with Alison Stewart and tour of OUSA which I provided assistance for.

### 6.6 Be responsible for organising Executive Officer attendance at national and local conferences.

There has been one NZUSA meeting this year, however as I was away James took over and organised this on my behalf.

### 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.

We are planning to make constitution amendments at the next SGM which we have not yet had. We also have a referendum coming up in May so this will be an opportunity to read through the Constitution and provide any recommended changes.

6.8 Ensure that Executive Officers and Committees operate in adherence to the Association's Strategic Plan, and be responsible for coordinating the updating of it when required.

This was done at our Marae retreat. We created an Executive Goals plan which will be available to not only the Executive but the Student Body as well. We have a copy of this in the Bull Pen where Executive members can read it to ensure that they are working towards achieving their goals.

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.

I have checked with executive officers to ensure they are following these requirements.

So far, the Executive and Policy Committee have updated various policies this quarter. These policies are in the re-editing stages and will need to go back to Policy Committee for a final check before sending it to the OUSA Executive to get them signed off. There are many policies the Policy Committee will need to review but we will be working towards these as a committee.

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

So far this has been happening on a regular basis. Minutes are tabled at every Executive meeting and I would ensure that people put these on agenda prior to the meeting.

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.

I have been doing this with Donna and assist her where required.

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.

I have been organising questions for our SGM with Donna and James and ensuring that these are put out for notice. A referendum is also due in May which I will start organising and planning for in the upcoming weeks.

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

So far I have yet to talk to James regarding issues pertaining to Standing Orders. They are a bit outdated but I will ensure that these will get looked at during the year.

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.

I have yet to discuss this with Debbie as we have not had any instances where the Association has breached any of these things. The Association has abided by all relevant legislation in this quarter.

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 of these Committees.

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.

I am the Chair of the Policy Committee. We have fortnightly meetings.

6.18 Where appropriate, seek advice from the Honorary Solicitor on legal matters relevant to the Association.

I have had a discussion with Rachel Brooking regarding questions for the SGM. In the referendum in October of last year we had questions that were successfully voted by students, however, quorum was not met and as a result, we could not implement them. We took five of the successful questions to put forward at our SGM and we asked the student body for questions, however we only received one response. These questions were given to Rachel for her to check over and she gave them the all clear. These questions will be put forward to student body at the SGM and are also available on the OUSA website.

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

James has set up meeting times with each executive officer and he informs me of what each officer is doing. I also make actions points in executive meetings and checking up on officers to ensure that they are working towards completing their action point.

6.20 Be available via cell phone at all practical times.

Executive officers have my number and can call me if they need any assistance.

6.21 Where practical, work not less than twenty hours per week, from January 1 to December 31.

I aim to work twenty hours a week inside and outside of the office.

## **Part Two: General Duties of all Executive Officers**

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-Orientat  
3.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientat  
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 attended one summer school BBQ on behalf of OUSA as I was away in Auckland for the summer. As a way to make up those hours I organised the Executive to do shifts during O'week helping out at Tent City and games on the Union Lawn. We had different roster times from Monday-Friday where we would have OUSA Executive members at the tent encouraging students to sign up to OUSA and go into the draw to win a lounge set. Wherever there was gaps or Executive members were absent I would step in to assist and to ensure that there was always an OUSA Exec member present. If anyone needed anything they could contact me and I would help sort it out.

We have yet to select a charity for the capping show however, this will be determined at our next Executive meeting.

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 thus far. I have yet to attend any national conferences 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.

I have yet to spend any amount out of my budget line.

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.

All executive members have office hours and I am going to publicise executive hours onto the OUSA website. My office hours are currently Tuesday 2pm-4pm.

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

This quarter I have provided assistance at the OUSA foods festival during O-Week. I am also a tuakana (mentor) for our first years at the University. This involves providing academic support for our students and ensuring that they are settling into the University environment. This quarter I have also been into two schools around the community to promote the University to year 13 students.

### **Part Three: Attendance and Involvement in OUSA and University Committees**

This quarter I have attended Finance and Expenditure Committee meetings and Policy Committee meetings. I have not yet heard anything regarding the Health and Safety Committee.

### **Part Four: Progress on Goals**

#### *Bi-lingual Constitution*

I have started conversations around having our Constitution offered in Te Reo Māori. I have set up a meeting with the Office of Māori Development in the upcoming week to discuss what direction we

want to head with this idea and get some guidance. I have also talked with Bonnie around finances for this project and we have both come to a fair amount around how much it would cost to translate the document.

### Te Ao Māori

One push that I am doing this year is for OUSA to embrace Te Ao Māori. During our Marae trip I led a Tikanga Māori workshop looking at the foundations of Te Ao Māori and the importance of karakia (prayer). As a result, we have implemented Te Reo Māori greetings that Staff are using in their emails and when greeting people in the office. We have also implemented karakia within OUSA Exec meetings that is done at the beginning and end of the meeting. OUSA Executive members have a copy of these karakia. Throughout the year we will continue to implement Tikanga around the office space and eventually around campus.

### Cultural Hour

I attended a meeting with Sabrina with all of the Presidents of the cultural groups. I suggested the idea that we have a cultural hour every fortnight where different groups have a space for an hour to promote their cultural which they all liked. I also talked about this idea with James and he has given me Thursday 12pm-1pm in the Main Common Room every fortnight. From here, it will be to organise a roster and base plan for this event. I am hoping to start this after the Easter mid-semester break.

### Policies and Constitution

I am working on different policies that need to be updated and reviewed. So far I have been working on the Colleges Committee Terms of Reference, International Committee Terms of Reference, Elections Campaign Terms of Reference and the Honorarium review Terms of Reference.

I am looking at fixing standing order to see which order is deemed appropriate for Executive meetings.

## **Part Five: General**

This quarter myself and Jack along with Charlie (Editor of Critic) went down to Bluff to support Hannah Morgan as she swam from Stewart Island to Bluff to raise money for mental health on behalf of OUSA and the Mental Health foundation.

I have recently been appointed as the Postgraduate Office for the Humanities Māori Students Association (HMSA) this year. This will be very beneficial as I can engage with our Māori Humanities Postgraduate students to provide different events and supports as well as help push for goals set out

by Dermot regarding Postgraduate students. One push that I want to promote to our Māori Postgraduate students is around the Postgrad Student Allowance.

I have been given access to edit the OUSA website. I have been working alongside Bre to learn how the website works and which areas I am allowed to edit. So far, I have been able to post the questions for the SGM, upload Executive Office hours and made changes to the committees section.

We also have our own Radio One show for the OUSA executive Tuesdays 2pm-3pm. This is an opportunity for students to listen to what we have been up to and what we have coming up.

I have also had the pleasure of welcoming our International students to the University. As James could not make it, I went on his behalf to greet our students and explain to them who we are as OUSA and what we do for them.

ANZAC Day is also coming up next month which I will be helping organise alongside James and the University.

This has been a very busy quarter for not only myself but for our entire Executive. We are still learning the ropes as into how we do our respective jobs and learning the operations and processes of OUSA. Every day continues to be a learning process and so far everything has been invaluable.