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Finance Officer
1st Quarter Report 2019
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

- 1.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.

I have not had to assume these responsibilities during this quarter. Having enjoyed a close and collegial relationship with the President and Administrative Vice-President thus far, I am confident that were the situation to arise in the future, I would do my best to maintain smooth operations.

- 1.2 Where reasonably required, assist the Administrative Vice-President in their duties.

I have assumed responsibility for developing OUSA's Internal/External Complaints Policy to be ready to be passed at the AGM in Semester 2. This involves considering procedures on quarterly reporting, the cutting of honoraria, and alternatives to Votes of No Confidence.

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

- 1.3.1 Standing Committee of the Executive;

I have attended all Executive meetings to date and contributed where appropriate.

- 1.3.2 Finance and Expenditure Committee;

I have organized and chaired two Finance and Expenditure Committee meetings this quarter. Plans for fortnightly meetings have been interrupted this quarter by significant unavoidable absences, Orientation Week and sickness.

- 1.3.3 Grants Panel;



I have attended all Grants Panel meetings to date and enjoyed contributing to the panel discussions.

- 1.4 Meet Monthly with the Chief Executive Officer to ensure a governance oversight of the association finances.

I have enjoyed meeting on a frequent basis with the Chief Executive Officer to discuss the Association's finances. Discussions with the Secretary and the Accounts department have also bolstered my growing understanding of the Association in this way.

- 1.5 Chair meetings of the Finance and Expenditure 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 have chaired all Finance and Expenditure Committee meetings this quarter. I set times via email, and accept apologies this way. The minutes from each meeting are submitted for the following Executive meeting. The Committee's agenda has hitherto been informal for flexibility reasons, and in future shall be formalized and distributed by email prior to the meeting.

- 1.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.

The process of formulating an Investment Policy for the Association is underway. I have met with the Chief Financial Officer of the University on this topic, and have received valuable advice.

- 1.7 Maintain a sound understanding of the position of any Association holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.

I read and sign off the Association's invoices fortnightly. This allows me to keep afloat of all the Association's expenditure. The Chief Executive Officer provides a comprehensive debrief of the Association's position at the Finance and Expenditure Committee meetings.

- 1.8 Provide briefings to the President and Executive on the Association's business interests when required, and present monthly reports to the Executive on such matters.



The minutes of the Finance and Expenditure Committee are sent and received at the subsequent Executive Meeting. I make myself available for giving further detail if requested.

- 1.9 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.

This process has not occurred yet.

- 1.10 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.

I review the fortnightly transactions with a critical eye and raise any questions with the Chief Executive Officer or the Accounts team. I have requested and received projected budgets from each Executive member so as to monitor and advise on their spending for the year.

- 1.10.1 Where practical be available to authorize transactions from the association accounts as well as bi-monthly tax payments.

I authorize fortnightly transactions and am constantly available on-call to authorize urgent payments in person or online.

- 1.11 Oversee and coordinate the budget revision process prior to the first referenda of that calendar year, and the budget setting process in the latter half of that calendar year.

I have had meetings with the Chief Financial Officer of the University and the Finance and Expenditure Committee respectively on the future of the Association's budget. This is a year-long process that integrates the setting of the Compulsory Student Services Fee, the creation of the Student Services Levy Agreement, and consideration of our own Investment Policy. To this end, the first Advisory Group on the Compulsory Student Services Fee has been set for mid-March.

- 1.12 Where applicable, help Executive Members who are cost centre controllers to create and maintain their budgets.

I have met with nine out of ten Executive Officers in person to discuss costing their projects responsibly. I have created and disseminated a draft campaign budget for my and their reference. I created this in collaboration with the President. I encourage open communication with



Executive Officers on the topic of their finances and will seek to resolve issues collaboratively, if any arise.

- 1.13 Ensure that all Executive Officers are familiar with the expenditure process and assist them where necessary.

At each budget meeting I scheduled, I reminded the Executive Officer of the approved channels for spending, which in each case was received well. The Secretary should be acknowledged for explaining the processes in an easy to understand manner.

When discussing their campaigns, I encouraged each Executive Officer to seek out cost-effective solutions. This included pointing out competing prices, using University or Association facilities for venues, enlisting the financial or otherwise help of local organisations, and utilising other departments of the Association for expertise or contacts.

- 1.14 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:

- 1.14.1 Planet Media Dunedin Limited;

I am not a Director of this company.

- 1.14.2 University Union Limited;

I have been appointed as a Director of the University Union Limited Company. I have attended the first of four annual meetings in this capacity.

- 1.14.3 University Book Shop Otago Limited; and

I am not a Director of this company.

- 1.15 Where appropriate, seek advice from the Auditors on financial matters relevant to the Association and from the Honorary Solicitors on legal matters relevant to the Association.

I have not had to seek the above services thus far.

- 1.16 Affiliate Recreation, with assistance from the Clubs Development Officer and the Recreation Portfolio Executive Officer.

I have not been required to assist with affiliation in my capacity as Finance Officer. The Recreation Officer in conjunction with the Clubs



Development Officer has dealt with these matters. I have contributed where appropriate in an Executive Member capacity at Executive Meetings.

- 1.17 Ensure that OUSA grants are distributed in accordance with the Association's Strategic Plan.

I have enjoyed sitting on the Grants Panel. I will use my position there to raise any strategic concerns, if any arise in future.

- 1.18 Assist and liaise with students and students' associations on University of Otago satellite campuses.

I have had communications with the University campus in Christchurch on a funding matter. I ensured the representative whom I was in contact with that the matter would be dealt to, and took this issue to the appropriate office at the University. The matter was rectified. I intend to visit satellite campuses with the President this year.

- 1.19 Be available via cell phone at all practical times.

I am available via cell phone at most all times. My contact number is available in the Executive Bull Pen and I receive emails directly to my phone.

- 1.20 Perform the general duties of all Executive Officers.

I have performed the general duties of an Executive Officer, which is detailed in Part Two.

- 1.21 Where practical, work not less than twenty hours per week, from January 1 until December 31.

I am confident I have maintained this workload this quarter. I have split my time evenly between my Executive Officer role and my General Executive role, respectively.

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:

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



I had a shift at the Executive Tent at least once a day, every day. I also alternatively volunteered on the Activities Lawn. I helped at the weekly barbecue during Summer School every Wednesday. I volunteered at Toga Party and Mardi Gras with 'Are You OK?'

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

I have not been asked this quarter..

- 2.1.3 Collecting for the capping charity; and

The Executive is yet to select the Capping Charity.

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

The Association has not yet held any elections or referenda.

- 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 attended all Executive Meetings. I attended all Executive training sessions held in February. I have not been required for any national conferences or campaigns as of yet.

- 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 created the draft Executive Campaign budget. I monitor the Executive General Budget. I ensure that all Executive Members are spending wisely, and according to carefully considered project planning.

- 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.

The Executive has not maintained public office hours. This has been rectified. All emails are sent to my phone to ensure fast responses.



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

I have volunteered for 'Are You OK?' for two nights during Orientation Week. I have also manned a stall at the Flatting Expo, offering drinks and budgeting advice to students.

I will aim to use the Association as a vehicle to do more community outreach in the future.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

- 3.1 OUSA Committees:

I chair the Finance and Expenditure Committee, and sit on the Grants Panel and Executive Committee. I have attended these committees.

- 3.2 University Committees:

I am a Director on the Board of the University Union Limited Company, and a Director of Forsyth Barr Ltd. I sit on the Humanities Divisional Board. I also sit on the Advisory Group for the Compulsory Student Services Fee. I also have monthly meetings with the Chief Financial Officer at the University.

PART FOUR: GENERAL

- 4.1 January:

In January I settled into my Executive Role by familiarising myself with my excellent handover document, going over supplementary handbooks on finance and strategy from OUSA, and, most significantly, interacting with my ultimate employers: the student body. Summer School barbecues provided an excellent opportunity to chat to students.

During this month I also: presented a rough plan for the Local Body Election campaign to the Executive using the information I had gathered from barbecue surveying; co-wrote an informative toga-tying video for the Association Facebook page; set up the Finance and Expenditure Committee; set up monthly meetings with the Chief Financial Officer at the University; started brainstorming a budgeting event for the Flatting Expo; and sent an Official Information Request to the Otago Regional Council.

- 4.2 February:

The focal points of February were Executive training and, immediately following, Orientation Week. I volunteered at the Executive tent, the Activities Lawn and Radio One during Tent City. I enjoyed volunteering for 'Are You OK?' at Toga Party and Mardi Gras.



During this month I also: recruited 9 interested students to form OUSA's Policy Research Team for the Local Body Elections; began to meet with the Humanities Divisional Board, ensuring student consultation on a proposed degree restructure; met with external auditors; administratively signed on to all financial responsibilities; helped film the toga tying video; visited Arana College with the Colleges Officer; booked the Main Common Room and met with the local ASB branch for my budgeting event.

4.3 March:

March has certainly been my busiest month thus far. I met with each of the nine Policy Research Assistants individually to introduce them to their task. I also arranged and conducted budget talks with each of the Executive Officers to discuss their projects for the year. I also held my first event of the year, a budgeting session with ASB as part of the Student Support Flatting Expo.

During this month I also: wrote up the job description for the Policy Research Assistants; arranged drinks for my budgeting session through Planet Media; drafted a 2019 Campaigns Budget for reference; sat on my first Grants Panel meeting; met with a potential videographer for the Exec Roundup Videos; developed the artistic vision for the Exec Roundup Videos.



PART 5: GOALS/RECOMMENDATIONS

5.1 Raise Awareness of the CSSF

I campaigned on the emotional value of 'getting one's money's worth'. I believe that knowing where your "donation" goes in a system as huge as the University and OUSA increases appreciation and engagement with the outcome.

I aim to run a series of events and stunts in the second semester to get a dialogue going amongst students about their CSSF and their finances as students. This could potentially involve an interactive board like the President presented last year, a visual art piece, or an opinion piece (if Critic Te Arohi will have me) amongst other things.

5.2 Safeguard OUSA Policy for the Future

It is of increasing importance to me that subsequent Executives are bound by fair and thoughtful policy. I am excited to work on OUSA's Internal/External Complaints Policy in the interests of preserving social harmony and cohesion amongst the elected Executives of the future. As OUSA is now a proud publican, thanks to the careful innovation of past Executive Members, I am also excited to develop an Investment Policy in time for the AGM in the second semester.

5.3 Review Existing Assets

I am committed to students getting the most out of their CSSF. This means reflecting on the cost versus the reach of OUSA's assets, particularly the University Book Shop and the Aquatic Centre. This process will be heavily aided by the development of an Investment Policy.

5.4 Future security

I am committed to exploring routes through which OUSA can receive the benefit of financial security in the long term. This necessarily involves maintaining positive and transparent communication with the University on whom we depend.

I view the system created by the Voluntary Student Membership Bill as the greatest threat to the independence, performance and longevity of student associations nationwide. It is important to understand what an alternative could look like in a future without VSM. I will be looking to feed in to NZUSA on this topic of shared concern.



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