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Campaigns Officer  
1<sup>st</sup> Quarter Report 2019  
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**PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

14.1 Be responsible for ensuring the execution of the publications, campaigns and initiatives OUSA undertakes.

I have planned and come up with some campaigns. The main one is an environmentally focussed campaign which includes facilitating Enviro-week in July. I have also been helping with the mental health campaign alongside the university, unipol, student health etc. I have also met with most executive members and know what campaigns they are running, offering my support.

14.2 Where reasonably required, assist the Colleges Portfolio Executive Officer with their duties.

I have not yet needed to assist the colleges officer where possible but we talk regularly and I will be available to help when needed.

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

14.3.1 Welfare Committee;

I have not yet sat on the welfare Committee but will contact Kerrin to know how that works.

14.3.2 Colleges Committee;

Not applicable

14.3.3 Education Committee.

I have been appointed to the health sciences divisional board and we have met once already. The education committee has not yet met.

14.4 Support all Executive Officers in the running of campaigns and initiatives, ensuring they are executed in line with the Association's Strategic Plan and objectives, and that the student body are informed of these events.

I have talked to most of the executive members regarding campaigns they are planning. I have expressed support and will help as things come up.

14.5 Liaise weekly with the Chairs of all OUSA committees to ascertain the campaigns and initiatives directives from those committees, and act on those directives where possible.



I have not been liaising weekly with the chairs, but have good relationships and generally know what is happening with campaigns that are being run.

14.6 Maintain a good working relationship with the manager of OUSA Events, proactively seeking opportunities to tie their events in with campaigns and initiatives.

I have a good working relationship with everyone at OUSA events. So far it has not been needed to meet as we have been getting over the initial coming back. Now that it is further into the year I will reach out and see where possible to tie in events with campaigns.

14.7 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to campaigns and initiatives to their attention, and where reasonable, meet with them on a weekly basis.

I have met with Pou, usually informally, every week to discuss relevant campaigns happening and other initiatives. We have an excellent working relationship.

14.8 Maintain a good working relationship with the Managers of the Student Support Unit, the Recreation Unit, the Communications Unit, the Events Unit and Planet Media Dunedin Limited, and where reasonable liaise with them on a weekly basis.

I have an excellent working relationship with all these departments and have met with most of them around my enviro-campaign or other activities. As needed we may start to meet weekly as some campaigns gain more traction.

14.9 Act as the reference point for Executive and staff for all issues relating to OUSA campaigns and initiatives.

It is very difficult to act as a point of reference for all campaigns and initiatives as we have so many being run. I offer my support where possible and always provide my advice if asked.

14.10 Be responsible for adequate representation of Executive Officers at OUSA campaigns, initiatives and events.

I have attended most of the OUSA campaigns, initiatives and events where possible.

14.11 Where practical, work not less than ten hours per week

I have worked 10 hours a week, each week of this year bar one. I let James know at the beginning of the week that I would be unable to during the last week of the summer holidays due to having family events and summer activities. He advised me to bring it up in my report.



## **PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS**

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;

I assisted in the mornings at tent city marquee and where possible during orientation. I was not here for summer school.

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

Not applicable

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

Not applicable

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 all executive meetings, training and planning sessions.

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 not, to the best of my knowledge spent any of my budget.

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.

My office hour is Wednesday at 10 to 11. I check my correspondence at least twice daily and always respond asap.

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

Unfortunately I cannot say I have committed five hours of community service this quarter. However, I have signed up to work in the Hospice community kitchen and am waiting to hear back. If I am able to I will make sure I exceed my volunteering time this quarter.



### **PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES**

I sit on the National Women's Council: We have met once and it was a very nice meeting, connecting with women from all over Dunedin.

I have met and talked to sustainability representatives from DCC, Keep Dunedin Beautiful and DOC.

Also talked to Laurence Potter from Clubs and Societies about launching a sustainability programme. Will work with him further round this in coming months.

### **PART FIVE: GENERAL**

The beginning of the semester has been very hectic. I have had to learn about the ins and outs of student politics, as I knew nothing of it just two and a half months ago. I have got to know the executive and members of OUSA staff and general OUSA protocol. I have many ideas bubbling around and have put a lot of focus into enviro-week. Now that I have gathered the outlines of a group of awesome students to lead that, I will hopefully take a step back and focus on other campaigns, i.e. consent and mental health. I am looking forward to an awesome year, working with a bunch of great people doing just as great things.

### **Goals**

- Facilitate enviro-week.
- Help develop a sustainability programme with clubs and societies.
- Create 'consent' posters to be placed in Starters bar.
- Work alongside TRM for Te Reo Maori week and a further campaign around Te Reo speaking.



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otago uni **students'** association