



Jack Manning
Colleges Officer
1st Quarter Report 2019
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1341 words (excluding Goals/Recommendations)

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 relevant information for the convocation ceremony, Relay for Life and voter enrolment to the Residential Colleges. I have also given public support to Residential Assistants through informal channels such as Facebook.

- 1.2 Where reasonably required, assist the Campaigns Portfolio Executive Officer with their duties.

I have collaborated with the Campaigns Portfolio Executive Officer on a variety of their projects, including environmental action, reducing food waste on campus, and implementing sustainable practices in relation to the Green Impact Awards. The work I have done in this collaboration includes attending meetings with the University of Otago's Head of Sustainability, providing my expertise and contacts in the food waste and rescue sector, and being part of the core team for the Environment campaign, which encompasses many of the aforementioned efforts.

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

I am a member of the 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.

With the majority of the Residential Colleges yet to elect their College Representatives, I have been unable to chair monthly meetings of the Colleges Committee. I have been in contact with three of the current College Presidents as of writing this report and have begun the process of integrating the Locals Programme into the Colleges Committee.

- 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.

The Colleges Committee has yet to have an initial meeting.

- 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 have brought issues relevant to Residential Colleges to their attention. So far, regular contact between the Administrative Vice-President and myself has been required and active, although



not exhaustively, as I have been meeting with the President on a weekly basis instead. In the future, I will endeavor to be more proactive in bringing relevant issues to the Administrative Vice-President.

- 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 believe I have a good working relationship with the Student Support Centre and have been in contact with them regarding sensitive issues in Residential Colleges. I have not been in contact with the Accommodation Office of the University, as the need has not yet arisen.

- 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 the heads of Residential Colleges, maintaining regular contact with either themselves or their appointed contacts. I also believe I have a good working relationship with all the student representatives I have met.

- 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. See part two.

- 1.10 Where practical, work not less than ten hours per week.

I am confident I have worked no 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:
- 3.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;

I participated and assisted at Summer School sausage sizzles and various events during Orientation, including the OUSA Tent City marquee, College Sports Day, activities on Union Lawn, and the International Food Festival.

- 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;

While not yet required or explicitly organised, I am ready and willing to be a safety contact.

- 3.1.3 Collecting for the capping charity; and

N/A.

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

N/A.



- 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.

Where reasonable, I have been available for all Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive 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 communication my intended expenditure on my budget line with the Finance Officer.

- 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.

For the majority of this quarter, I did not have regular, publicised office hours. While I did not run into any issues as a result of this, it has nonetheless been corrected. I have regularly checked and responded to all correspondence I receive, both formal and informal.

- 3.5 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, assisting with Thursdays in Black shirt printing, helping set up of a Thursdays in Black OUSA affiliated club.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I am a member of the following OUSA and University Committees:

- OUSA Executive (I have attended all meetings)
- Standing Committee of the OUSA Executive (I have attended all meetings)
- OUSA Colleges Committee (I have not attended as this committee is not yet formed)
- OUSA Education Committee (I have not attended as there has been no meetings yet)
- Division of Sciences Academic Board (I have attended all meetings)
- Standing Committee of the Division of Sciences Academic Board (I have attended all meetings)
- Library Services Committee (I have not attended as there has been no meetings yet)
- Campus and Collegiate Life Services Committee (I have attended the first and only meeting so far)
- IT Governance Board (I have not attended as there has been no meetings yet. I have, however, had an informal meeting with some members)
- Colleges Appeal Panel (I have not attended as there has been no meetings yet)

PART FOUR: GENERAL

This quarter, it's only just started to hit me just how much of a privilege it is to be able to represent students on the level we do. It certainly hasn't been without it's challenges. I've had quite a steep learning curve as I wasn't able to properly prepare for this role, due to having been on exchange last year. I've also had to deal with challenges of a highly sensitive nature and, on



occasion, provide support or solidarity with people going through the worst of circumstances. It's been a humbling experience and made me nothing but grateful to be in the position I am. If I were to set a fourth goal for myself this year, it would be to not lose that sense of gratitude.

This quarter has very much been about getting my bearings. I've been catching up to speed on the RA Right's Campaign undertaken last year by the Colleges Officer and Campaigns Officer, and have been meeting various points of contact around the University. I've also been heavily involved in activities not required from my portfolio, including travelling to Bluff for Hannah Morgan's 'Swim Strait for Life', filming an Orientation video on how to tie a toga, and even spectating the Selwyn v Knox Chess match. Selwyn won, by the way.

PART FIVE: GOALS/RECOMMENDATIONS

As this is the first quarterly report, I am setting my goals for 2019. The goals I have chosen are based off those I ran on in the 2018 Executive Elections, as I have and will endeavour to stay true to my campaign rhetoric. One thing worth noting, however, is that as I have found in this quarter alone, the regular requirements of OUSA Executive Officers can either get in the way of these goals, or require they be adaptable to changing circumstances. I have chosen the latter, and hope to incorporate everything I do in my capacity as OUSA Colleges Officer towards meeting one or more of these goals.

Goal One: Quality College Experience – My work towards this goal takes many forms, as it is quite broad. From a sustainability perspective, I will work with the environmental action campaign team to transition Residential Colleges, the University, and OUSA towards more sustainable practices. This includes researching ways to reduce food waste in Residential Colleges and encouraging Residential Colleges to actively take part in the University of Otago Green Impact Awards. From a political perspective, I will endeavour to get as many residents enrolled, informed, and voting in the upcoming local body elections. From a social perspective, I will work to increase the visibility of OUSA in Residential Colleges and improve on subsequent engagement to be more fulfilling. This includes implementing a more practical communication method between the OUSA Colleges Officer and the Residential Colleges, providing more inter-college social events, and restarting and evolving the Executive Roundup videos from 2018. Other aspects to this goal include ensuring sanitary products and contraception options are provided within Residential Colleges, and providing information relevant to first time flatting.

Goal Two: RA Rights – As I have publicly expressed, I believe that the University needs to have a more open dialogue around the training and compensation that Residential Assistants (RA's) receive, as many would argue, myself included, that it is inadequate. In an effort to tackle this, I will endeavour to collate resources and relevant suggestions into a digestible report. This report will be written for two audiences with two respective purposes, as the University can receive it and take action, and the students can be informed on the issue and hold the University to account.

Goal Three: Mental & Sexual Health Support – In conjunction with the Student Support Centre, I will endeavour to provide mental health support within Residential Colleges, as well as run initiatives that foster strong mental health such as Cuddle Fix and care packages for RA's. Furthermore, as a member of the Thursdays in Black Executive, I hope to raise awareness and



foster a more developed discourse around consent, particularly in the context of Residential Colleges.

454 words