



Josh Smith  
Re-Creation Officer  
1<sup>st</sup> Quarter Report 2019  
Submitted 20/03/2019 at 12:00pm  
1150 words

## **PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES**

*12.1 Promote via publications, promotions and campaigns the existence of, and encourage participation in, clubs, societies and recreation at the University of Otago.*

I am a vocal and visible promoter of clubs, societies, and recreation at the University of Otago

*12.2 Represent Recreation on University and Association committees as required by the Association.*

I represent Recreation on the appropriate committees.

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

*12.3.1 Grants Committee;*

*12.3.2 Blues Panel;*

*12.3.3 Golds Panel;*

I am the Chair of the Grants Committee, Blues and Golds have not formed yet.

*12.4 Chair meetings of the Grants Committee, ensuring that all interested affiliated clubs, societies, and OUSA members are given the opportunity to apply for OUSA grants.*

I chair the Grants Committee.

*12.5 Be the Chair of the Blues and Golds Panels, as well as the Affiliated Clubs Council.*

I chair the Blues and Golds (when it forms), and if clubs were interested in having an Affiliated Clubs Council – I would chair it too!

*12.6 Assist the affiliation of all Recreation by:*

*12.6.1 Working with the Finance Officer and Clubs Development Officer in affiliating Recreation; and*

I have submitted my budget with requests to the Finance Officer (Bonnie Harrison), and have a close working relationship with the Clubs Development Officer (Sarah Taylor).



*12.6.2 Working with the International Students' Portfolio Executive Officer and other Executive Officers to facilitate the affiliation of cultural clubs.*

Affiliation of cultural clubs is a streamlined and smooth process – I am always there if exec members have queries or need assistance at any point of the affiliation process.

*12.7 Maintain a good working relationship with the Recreation Manager and Clubs Development Officer, and where practical, meet with them on a monthly basis.*

I have a strong working relationship with both Michaela and Sarah, and we meet as required throughout the year.

*12.8 Liaise regularly with the Clubs Development Officer to ensure the effective functioning of clubs, societies and OUSA committees and panels coordinated by the Clubs Development Officer.*

I communicate with Sarah when necessary in order to touch base regarding her coordination and effective functioning of the aforementioned items.

*12.9 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to recreation to their attention, and meeting with them on a weekly basis.*

I have a good working relationship with Porourangi. Weekly meetings seem at this point unnecessary – but the lines of communication between us are there if need be.

*12.10 Maintain a good relationship with all affiliated Clubs, assisting them when required with issues pertinent to them or their members.*

I have worked on maintaining strong relationships with clubs this year, attending many club events, camps, parties, and offering assistance wherever I can (yoga/djing/fire spinning/grant advice).

*12.11 Maintain a good working relationship with the University, in particular: the Manager of Recreation Services.*

Myself and James Lindsay have a good working relationship.

*12.12 Perform the general duties of all Executive Officers.*

Addressed in detail below.

*12.13 Where practical, work not less than ten hours per week.*

Depending on the definition of work, I find this particular clause rather challenging to adhere to (due to my enthusiasm for my work).



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

*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-Orientation;*

I was very present at OUSA events over Orientation! At tent city, at literally every OUSA event, as well as representing our organisation at a plethora of student events + town.

*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;*

I am happy to fulfil this obligation if need be.

*3.1.3 Collecting for the capping charity; and*

I am happy to fulfil this obligation if need be.

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

I am happy to fulfil this obligation if need be.

*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 not missed an exec event yet!

*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 exactly one item in 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.*

To my understanding office hours are a relic of the pre-digital age. If students get in touch me via email, phone, or facebook, and wish to meet, we decide on a time and place that suits us both.

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

I undertake around 5 hours of voluntary service every week, solely through the free "Chill Buzzy Yoga" I teach.



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

I have attended all the following committees' meetings so far this year:

OUSA Executive Committee  
OUSA Grants Committee

### **Part Four: GOALS**

- Be a positive, accessible, and visible presence at grassroots and official student events
- Share yoga, fire spinning, and meditation with all those keen to learn (and specifically offer these to clubs)
- Provide advice and consultation around a range of topics students bring to me

### **PART FIVE: GENERAL**

Many of my skills and talents lie outside the traditional scope of OUSA exec duties – which is the benefit of having a diverse team! Some of our officers have a propensity for administration. Mine lies in being a highly positive and visible presence within the student culture.

Over the Flow/O fortnight I attended anywhere from 3-5 events every night, was present on the north Dunedin streets every day throughout the day time – greeting students, welcoming them back to Dunedin and into their new flats, being asked to teach meditation and yoga on the spot.

I have Dj'd at pint night for OUDJS, taught yoga/set up a chill zone/Dj'd/spun fire for the SOULS Law Camp 2019, attended every pint night so far, as well as 5-8 student events per week, and am coordinating with the Rotaract Club to provide similar services for their upcoming silent disco.

At these events I often am drawn into conversations surrounding OUSA, students bring issues to me (eg sexual abuse at colleges, mental health advice, issues with flatmates, legal representation) – we discuss these issues and I provide what support I can – including directing them towards the appropriate OUSA support services, in addition to general discussions around student culture/politics.