



Tēnā tātou katoa,

This second quarter has proven to be one of the most exciting yet challenging times of the year. We have seen our executive do great things for our students so far and we will continue to do that through to the next quarter.

I will not lie, this quarter has been a very busy one for myself which I believe has affected my duties as Admin Vice-President. I do acknowledge that. However, I am working towards ensuring that I fully commit to my role and ensure that I step up my game and do the best job that I can for the remainder of the year.

This is a quick summary of the things that I have done during this quarter:

- Held our SGM on the 17th April
- Participated in Relay for Life (completing 100 laps)
- Supported other Executive members at their events (e.g Postgrad Rally, Queerest Tea Party, Valid Voting BBQ etc.)
- Talked to Year 13 students at John McGlashan College about OUSA and O'Week for their Geography Class
- Organised the referenda
- Conversations with Office of Māori Development regarding translation of Constitution in Te Reo
- Completed my Masters

If anyone has any pātai please feel free to email me adminvp@ousa.org.nz

Ngā mihi

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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.

Every week we have Catch up meetings on a Friday up in the bullpen. This is an opportunity for Exec members to give an update on the progress of their goals that they had set for the week. This is also an opportunity for each officer to plan what they are going to do the following week as well. We are currently in the midst of changing this and have individual catch ups with each executive officer.

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.

This quarter I have yet to organise any training for the Executive Officers. However, should there be a need for such training I will organise it.

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

I have not yet had to do this this quarter.

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.

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.

Our weekly catch ups on Friday is our opportunity to ensure that everyone is sticking to the Strategic Plan and their own personal goals that they wish to achieve. If any changes need to be made then I will update the plans.

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. During this quarter Donna was away so I organized the agenda for the upcoming meeting.

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.

In April, we had our first SGM of the year where we made some constitution amendments which included electing the President of the University of Otago Pacific Islands Students' Association to our Executive, making our Executive a total of 12 members. In May we had our referenda which saw 1892 students vote on 40 questions, one of which was around the constitution. As it did pass, the constitution will be amended for that particular clause.

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

This quarter we have not had any issues regarding the Standing Orders of the meetings. However, should any arise I will talk to James regarding those issues.

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 on Fridays 9am in Clubs and Socs. During this quarter we have had to postpone a couple of meetings for different reasons. However, I would ensure that everything above would be done prior to the meetings.

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

For the referenda, we had received 55 questions from our students. These questions were taken to Rachel Brooking for her to look over. Out of the 55 questions 40 of them were put forward to the student body for them to vote on during the referenda.

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

This semester every Friday we have weekly catch ups with all executive officers to discuss how they are progressing with their goals for the week. On Friday (14th June) we decided to do individual catch ups instead and now I meet with each executive officer individually on Fridays and have a chat about the work that they have done over the week and what they wish to achieve the following week.

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.

This quarter (in particular the 2nd half of May) I feel that I have not worked my twenty hours a week due to other commitments. My commitments to other kaupapa has affected my work here at OUSA which I take full responsibility for. However, now that those are now finished, I aim to dedicate my time to complete twenty hours every week.

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

This quarter I helped gather students to vote in the referenda. Between Tuesday and Thursday we had set up a station in The Link where students can use the iPads to vote on referenda questions. For this referendum I also created a roster for the executive to do attend lectures to promote the referenda. We also had an open forum prior to the voting where students can ask question regarding the questions that were submitted by students. For this referendum where had 1892 students vote, a huge increase from the last referendum.

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. If I could not attend Executive meetings for any reason I would send in my apologies. 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. Office hours for second semester will change for the Executive due to new timetables.

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

This quarter I have had weekly catch ups with my mentee. During these catch ups we talk about progression of study and how they are settling into the university environment. Jack and I went to John McGlashan College to talk to the year 13 students in the Geography class about OUSA and O-

Week to help them with their assessment. I also attended Araiteuru marae and partook in the Community event and was a speaker on behalf of the visitors.

Part Three: Attendance and Involvement in OUSA and University Committees

This quarter I have attended Finance and Expenditure Committee meetings and Policy Committee meetings. For any meetings that I could not attend I would send in my apologies.

Part Four: Progress on Goals

Bi-lingual Constitution

I have continued to have discussions with the Office of Māori Development (OMD) to produce a bi-lingual OUSA constitution. After a couple of discussions with Bonnie and James, having the first part of the constitution translated may be the best option for now as the rest of the constitution is constantly being amended, meaning that we would have to keep translating it. As OMD and I have been busy this quarter we are looking to start translating the constitution in the next quarter and hopefully we will have this completed by the end of November.

Te Ao Māori

OUSA have continued to embrace Te Ao Māori over this quarter using karakia in meetings and using Te Reo Māori in administrative things. We are currently looking at getting Māori signage to put around OUSA buildings as well as for each position on the Executive and staff roles. This jobs is in conjunction with the Marketing and Communications team and OMD.

Cultural Hour

I have had a couple of discussions with the cultural groups around campus about this idea. I think because it is something that is quite time consuming this idea may not come to fruition which I believe is a shame. However, I am thinking of alternative ideas in which we could still incorporate this idea and for more student engagement with OUSA.

Policies and Constitution

I am working on different policies that need to be updated and reviewed. This quarter alongside the PolCom committee I have been working on the Charitable Donation Policy, Loans Policy, Membership Policy, Executive Reporting Policy. Executive Job Description Policy and Executive Sub-Committee Policy. For this next quarter I wish to focus on the Health and Safety policy to ensure that it is up to date and to remove Policies that are no longer used.

The constitution has been updated as well with the motions put forward at the SGM and referendum. The amendments have been made and are now available on the website for students.

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Part Five: General

I participated in the annual Relay for Life on behalf of OUSA. This included setting up a roster for the executive as well working with the other staff who also participated in the event.

I participated in the Schools strike for Climate Change held earlier in the year.

I was a speaker for the Postgrad Allowance Rally that was organised by Dermot. As a Postgrad student I was able to give the perspective as in to why the allowance is beneficial for all Postgrad students. I was also able to speak on behalf of all Māori Postgraduate students as well. As the Postgraduate Officer for the Humanities Māori Students' Association I have continued to promote

events and services for Postgraduate Students including events organised by Otago Postgraduate Students' Association.

I participated in the Queerest Tea Party as a Judge for the Decorate your Cupcake competition organised by Kerrin.

I was the M.C for the University's ANZAC service that took place on campus. We had many staff and students attend the service.

I sat on the Frances Hodgkins Fellowship Panel.

I have also helped with the Valid Voter BBQ's that we have every Wednesday. This is to get students enrolled to vote in the upcoming Local Body Elections. My main role was to organise the BBQ and to ensure that we can use the space where we would set up the BBQ. So far this has been great, although one week there was some miscommunication on both sides and we had to get a BBQ at the last minute but I see this as a learning curb for myself to double check things before the day. Since then I have been able to organise the BBQ every week and assist during the BBQ where needed. Next semester I look to take more of a leadership role for the BBQs.

In May I participated in both the Graduation Ceremonies. In the second graduation I had the honour of being the mace bearer as James was graduating. It was an exciting moment that I got to experience.

I am currently working on a video for the Valid Voter campaign to entice more students to be enrolled to vote in the upcoming Local Body Elections. We are hoping to complete the video by the end of July and have it out at the start of August.

Georgia and I are also working on plans for Te Wiki o te reo Māori for OUSA as well as in conjunction with Te Roopū Māori.

This has been a very busy quarter for not only me but for our entire Executive. With many things happening both inside and outside of the Executive we have found ourselves constantly busy which is both a good and bad thing. Continuing to work alongside an Executive to strive for the same goals as you do make the job a lot more exciting and fun. Although there have been times where I feel that I have dropped the ball, I know that I can rely on the Executive to help me out and take charge if needed or vice versa. Next semester will bring old and new challenges for our Executive and as long as we work together, we can do anything.