



Josh Smith
Re-Creation Officer
2nd Quarter Report 2019
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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, for one meeting this semester I was out of town, so was unable to chair that meeting – but read and approved the minutes.

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



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;

Not applicable this quarter! Gearing up for Re-O!!

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.

Has not been applicable 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.

Our budgeting system has changed recently, Bonnie Harrison now maintains our collective budget lines

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 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:

- Otago University Humanities Performing Arts Fund
- 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

The second half of the semester has been wonderful, things start to get a bit more intense closer to exams, so my cultural activities die down with the winter.

Recently yoga has been booming, I provided three workshops as part of COMSA's wellbeing week, and have been teaching yoga to OUMSA, the DFCC, and recently the Cambodian Club

I expect activities to increase in the third quarter, with more student events, Re-Orientation, and the wonderful influx as we turn towards spring.