



otago uni **students'** association

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COVER LETTER

Sitting on the Robert Burns Fellowship Board was an impossibly cool thing I got to do and I am thankful for the opportunity to represent student interests here via OUSA. **T**he Humanities Academic Committee and Divisional Board are full of lovely people, and I especially enjoyed working with them this quarter on student consultation and involvement.

Undergoing 3 hour Executive meetings about restructuring the Executive is worthwhile when my side wins (no to External VP & Internal VP).

Dumplings are the key to democracy, and I enjoyed the challenge of organising them, though at some points I needed to take more leadership.

Enrolments have been incredibly high in Dunedin North, for which I am proud and excited to turn those into votes.

Not as good a quarter as James, who is very capable and smart.

There have been lots of OUSA formalities this semester, like the byelection and the SGM, which have taken a lot of time, energy, and admin.

University Union Ltd meeting this quarter was good.

Negotiations on the CSSF with the University made me appreciate how important having a reliable, centralised student voice is.

I have been impressed with a number of Executive campaigns that I have helped cost and organise, specifically the Cultural Carnival, free flu shots, the Supervisor of the Year Awards, and funding Thursdays in Black.

Organising a student panel for the Humanities Teaching and Learning Symposium is very exciting.

Nabbing a student panel on VSM for the ANZSSA conference would be a huge win.

I have learnt that the only way to not be incompetent about something technical is to ask, even if it is embarrassing.

Seeing mayoral and local body candidates respond directly to our policy pledges and report makes me very happy and I hope that it is representative of student interests.

My biggest failure is not prioritising my Finance portfolio over my General Executive portfolio when important stuff comes up.

Bonnie Harrison

PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

- 1.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.

I have chaired one Executive meeting but have otherwise not had to assume these responsibilities during this quarter.

- 1.2 Where reasonably required, assist the Administrative Vice-President in their duties.

I assisted the Administrative Vice-President with the SGM.

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

- 1.3.1 Standing Committee of the Executive;

I have attended almost all Executive meetings, only missing for one case of illness and once for being out of town.

- 1.3.2 Finance and Expenditure Committee;

I have organized and chaired the Finance and Expenditure Committees this quarter.

- 1.3.3 Grants Panel;

I have attended all Grants Panel meetings to date bar one where I had a conflicting appointment.

- 1.4 Meet Monthly with the Chief Executive Officer to ensure a governance oversight of the association finances.

I have enjoyed meeting on a frequent basis with the Chief Executive Officer to discuss the Association's finances, in and out of FEC. Discussions with the Secretary and the Accounts department have also bolstered my growing understanding of the Association in this way. I receive monthly breakdowns of the Executive's financial statements.

- 1.5 Chair meetings of the Finance and Expenditure 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 have chaired all Finance and Expenditure Committee meetings this quarter. I set times via email, and accept apologies this way.

- 1.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.

The process of creating an Investment Policy for the Association has stalled this quarter. I consider this a failing and will work to have one in place for 2020.

- 1.7 Maintain a sound understanding of the position of any Association holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.

I read and sign off the Association's invoices fortnightly. This allows me to keep afloat of all the Association's expenditure. The Chief Executive Officer provides a comprehensive debrief of the Association's position at the Finance and Expenditure Committee meetings.

- 1.8 Provide briefings to the President and Executive on the Association's business interests when required, and present monthly reports to the Executive on such matters.

I have not yet this year provided briefings. The CEO largely fulfils this requirement with the weekly OUSA Update. There have been multiple occasions where the minutes of FEC meetings have not been submitted for being so minimal due to commercial sensitivity. This has not been an ideal set-up.

- 1.9 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.

N/A.

- 1.10 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.

I have monitored Executive expenses but could have done more to encourage planning and spending. There have been no significant discrepancies.

- 1.10.1 Where practical be available to authorize transactions from the association accounts as well as bi-monthly tax payments.

I authorize fortnightly transactions and am constantly available on-call to authorize urgent payments in person or online.

- 1.11 Oversee and coordinate the budget revision process prior to the first referenda of that calendar year, and the budget setting process in the latter half of that calendar year.

This quarter has seen the budget setting. I coordinated CSSF feedback on the Dunedin campus by a token/jar system over three sessions over two weeks. This received over 600 individual responses. I participated in SLA discussions with the University alongside the CEO and the President. This was done in extended consultation with FEC. This arrangement forms the cornerstone for our budget. I have drafted the 2020 Executive budget.

- 1.12 Where applicable, help Executive Members who are cost centre controllers to create and maintain their budgets.

I have monitored the spending of the Executive. I have had meetings with members of the Executive who require assistance with planning their campaigns and costing their plans. I have reminded Executive members about the protocol for spending their budget.

- 1.13 Ensure that all Executive Officers are familiar with the expenditure process and assist them where necessary.

I have assisted Executive Officers with spending.

- 1.14 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:

1.14.1 Planet Media Dunedin Limited;

I am not a Director of this company.

1.14.2 University Union Limited;

I have been appointed as a Director of the University Union Limited company. I attended this quarter's meeting.

1.14.3 University Book Shop Otago Limited; and

I am not a Director of this company.

1.15 Where appropriate, seek advice from the Auditors on financial matters relevant to the Association and from the Honorary Solicitors on legal matters relevant to the Association.

I have not had to seek the above services thus far.

1.16 Affiliate Recreation, with assistance from the Clubs Development Officer and the Recreation Portfolio Executive Officer.

I have not been required to assist with affiliation in my capacity as Finance Officer.

1.17 Ensure that OUSA grants are distributed in accordance with the Association's Strategic Plan.

I have enjoyed sitting on the Grants Panel. I vote to distribute grants in accordance with Grants Policy, with a mind to OUSA's Strategic Plan where grey areas arise.

1.18 Assist and liaise with students and students' associations on University of Otago satellite campuses.

I have not done this during this quarter.

1.19 Be available via cell phone at all practical times.

I am available via cell phone at most all times. My contact number is available in the Executive Bull Pen and I receive emails directly to my phone.

1.20 Perform the general duties of all Executive Officers.

I have performed the general duties of an Executive Officer, which is detailed in Part Two.

1.21 Where practical, work not less than twenty hours per week, from January 1 until December 31.

I have completed this to the best of my ability and knowledge, with the exception of the mid-semester break week, which I spent at home, and worked only minimal hours. My Executive colleagues were aware of this and I worked when required by them.

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:
- 2.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;
N/A.
 - 2.1.2 At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;
N/A.
 - 2.1.3 Collecting for the capping charity; and
N/A.
 - 2.1.4 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.
I promoted the by-election privately and suggested a \$20 campaign fund to stimulate participation, which worked in the Campaigns Officer race.
- 2.2 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 except for two. I have not been required for any conferences of training sessions.
- 2.3 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 monitor the Executive General Budget. I ensure that all Executive Members are spending wisely, and according to carefully considered project planning.
- 2.4 All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.
I have outlined office hours but have not maintained them.
- 2.5 All Executive Officers shall every quarter undertake five hours of voluntary service which contributes to the local community.
I have unfortunately failed to meet this requirement. The Executive will be volunteering at Arai Te Uru Marae this coming weekend.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

3.1 OUSA Committees:

I chair the Finance and Expenditure Committee, and sit on the Grants Panel and Executive Committee. I have attended these committees. This semester I also sat on the SGM Engagement Committee. I am also an ex-officio member of the Education Committee.

3.2 University Committees:

I am a Director on the Board of the University Union Limited Company. I sit on the Humanities Academic Committee and Humanities Divisional Board. I also sit on the Advisory Group for the Compulsory Student Services Fee. I sat on the Robert Burns Fellowship board which met this semester. I sat on and met with the Advisory Group for the Compulsory Student Service Fee. I also have monthly meetings with the Chief Financial Officer at the University.

PART FOUR: GENERAL

4.1 July:

At the beginning of July I sat on the Robert Burns Fellowship Board. This involved reading 34 different applications and excerpts in preparation for a three hour deliberation. I chaired an Executive meeting receiving second quarterly reports. I volunteered at the International Food Festival. I held a thank-you event for our Policy Researchers. Alongside the Education Officer, I provided media comment about the value of Fees Free, and also finalised the OUSA Policy Pledges for the LBE with his help. Following meetings with the AGCSSF, I organised and coordinated feedback on the Dunedin CSSF, which consisted of three data-gathering sessions, as well as an article on VSM published in Critic (which allegedly was well-read online). I became the coordinator for our weekly Valid Voter barbecues. I organised the financial side of the Supervisor of the Year awards alongside the Postgraduate Officer. I helped plan large Executive spending, such as the Cultural Carnival, free flu shots, and Thursdays in Black campaigns.

During July, and the following months, I also contributed to the Humanities Academic Committee, Humanities Divisional Board, Grants Panel, met with the Chief Financial Officer at the University, signed off on OUSA's invoices weekly, and chaired FEC meetings.

4.2 August:

I proudly helped judge the Union Café's Student Barista Latte Art competition. I sat on the SGM Engagement Committee. I fed in on proposed constitutional changes where required. I also created and manned the PowerPoint and agenda for the SGM, speaking for and against motions within. Along with the Education Officer, I met with a candidate for DCC, and fed in on NZUSA focus groups. I drafted the OUSA Policy Report with assistance from the Executive, with primary help from the President and the Education Officer. I attended the University Union Ltd quarterly meeting. I helped plan the OUSA Mayoral Forum. I planned the OUSA Candidate Clinics for DCC, SDHB and ORC. I met with a coordinator for the ANZSSA Conference. During August I also took a week's break for the midsemester.

4.3 September:

Thus far in September, I have assisted set-up for the OUSA Mayoral Forum. I coordinated a video in promotion of the Mayoral Forum. I have started planning a student panel for the Humanities Teaching and Learning Symposium. I have attended a conference call for

the ANZSSA Conference, introduced the idea of a student panel on VSM, and brought the UOPISA President on board for a presentation. I have further planned the venue, time, and attendance for the LBE Candidate Clinics. The lack of advertising is a failure on my part to make time for a brief. I drafted the Executive budget for 2020, but this was also not as successful as it could have been due to my lack of technical skill, and I should have asked for help much sooner.

PART 5: GOALS/RECOMMENDATIONS

5.1 Raise Awareness of the CSSF

I feel I have accomplished this somewhat. I wrote an article on VSM for Critic with my goal being to not use acronyms or jargon at all. This article was well-received among my peers and allegedly tracked well online, too, boding well for some awareness raised.

The method of gathering feedback on the CSSF was novel this year. I suggested a coin in jar scenario to simulate real financial decision-making with student participants. We gathered feedback at barbecues outside the Hunter Centre, on Castle Street, and at Enviro Week, which covered a diverse range of interests, but could have been extended and improved upon with more planning. There were over 600 individual responses, which I felt positive about.

This next quarter, I will continue planning a student panel around VSM with ANZSSA. While this does not pertain to student awareness of fees, I view the significance of the student fee structure as part and parcel of the VSM world, and this panel will be focused on academics, and shifting their perspective.

5.2 Produce Multimedia Content

I submitted a media brief for Weekly Roundup videos to Marketing which was never approved or responded to, so that was dropped.

I missed an opportunity to make a video on the CSSF which I regret. I am happy about my Critic article. I am also very happy with my Policy Report.

The newly elected Campaigns Officer brought me on board with their creative video projects which I helped with where possible. I wrote a video for the Mayoral Forum myself. None of these efforts would be possible without the benevolence of Lewis Brown, the videographer.

The Executive radio slot was absorbed back into the Radio One timetable due to lack of use.

5.3 Review Existing Assets

I have been unable to make progress in reviewing OUSA's major assets due to legal complexities. I have not made progress on an Investment Policy, either. I will do this by the end of the year.



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5.4 Future Security

I have been happy and fascinated to work with the Education Officer on NZUSA initiatives this quarter, particularly concerning the emerging legislative focus on Student Voice.

I have helped maintain cordial relationships with key University figures and took part in the setting of the CSSF with enthusiasm. I realise the setting of the fee is not wholly dependent on my efforts, but nonetheless, I believe I could have contributed more thoroughly to the OUSA case in terms of data gathering. The President and I have had discussions with the University on making the data gathering process more reliable.