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3rd Quarter Report 2019  
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This report goes into my job description, goals and expands on policy I am drafting, SGMs, referenda and the admin I do.

This quarter has had many ups and a couple downs. Coming into the role halfway through the year has been rather challenging but I have loved it. Admin-Vice President is literally the title; a lot of admin and support for the President. I have also fostered a love of policy this quarter, learning the fun ins and outs of internal policy and the constitution.

I have many, many highlights but the top ones would be:

- Passing the Job Descriptions (woooooo);
- Fox glacier;
- The great turn out and debate that happened at the SGM;
- Eating more sushi (guilt free now as they aren't in plastic).

I did have some challenges but I feel like I have overcome all of them. These include:

- Committees, groups and members were already established, so I have not been able to oversee the membership/adherence to ToR;
- Learning the grit of how our policy operates;
- Learning more in-dept how OUSA as a business operates.

However, I have loved getting to know the executive members better and helping out the 10 hours in their roles. It has been super beneficial to set up these weekly meetings with them as it can give me direction and check in with everyone. James and I also have an excellent relationship. I enjoy supporting him and (literally) have to take admin things off him. Overall, it has been a great quarter and I cannot wait for the next one to start. OUSA is an awesome place and has just as awesome people! Bring on quarter four and summer!

## **Part one: Executive Officer Position Description Duties**

### **1. Assist the President in their duties.**

I have assisted the President, where relevant and possible in all his duties. I usually have to take things off James which I can organise instead especially with niggly admin work. James and I aim to meet weekly and go over what has happened in that week with executive members and the association as a whole. These are really useful and keeps us both up to speed with the whole association.

### **2. Support the President by maintaining oversight of all Executive officers.**

I help and provide the President with any advice he may need in regards to any executive officer. I do the catch ups weekly with each 10 hour position and maintain oversight here. I then meet with James and let him know what the 10 hour positions are doing for that week. We are able to support each other and provide advice.

### **3. Assume all the powers and duties of the President in their absence.**

I have had to assume the powers and duties of the President a couple of times this quarter. When James is not in the office and marketing and comms things need approving I do this. Once I chaired a meeting in his absence, which went very smoothly.

### **4. Where reasonably required, assist the Finance Officer in their duties.**

I assist Bonnie when needed, we have a great working relationship and can always ask each other for advice or help.

### **5. Be responsible for organising training of Executive Officers.**

There has been no training necessary this quarter. I have helped Ben and Matthew in anything OUSA related as newer members.

### **6. Be responsible for organising Executive Officer attendance at national and local conferences.**

There are a few coming up in November of which I will be organizing. I have a list of names of who shall go and will be touching base with them over the next week.

### **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. While I took the job up towards the end of the constitution being updated. The constitution (with its 167 semi colons) was passed at the SGM. I helped finish it off, doing niggly stuff and leading the meetings towards the final copy. I also brainstormed, discussed and talked with relevant parties on it,

gaining feedback and advice where needed. This took a lot of my time in the first few weeks. I wrote draft job descriptions of every proposed role so we could see how they would function and what they would look like.

**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.**

The executive and the committees are operating in adherence to the strategic plan. There has been no update has been needed.

**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.**

Executive officers and committees have been adhering to internal policy, I provide advice and refer to policy when needed.

Policy review's:

- Job Descriptions (DONE): this was a big effort to finish prior to the elections. I consulted and talked to many people on how it would work best. The political role was a job written from scratch. The Finance and strategy, Clubs and Societies and Residential was expanding on the current forms. While the remaining roles were all updated to reflect the roles now.
- Accountability Policy (Draft): In draft form at the moment, this policy is a big one and will take a while to write and need adequate consultation.
- Health and Safety: this is an update to bring our health and safety into line with current legislation and to make the policy easier to understand. We are looking at amalgamating the current multiple policies into one larger policy.
- Sustainability: this will also need to be updated to make us a more sustainable association. I will do this in conjunction with the OUSA green team.
- Media Independence Policy (Draft): currently working through with Debbie and Policy committee. The content was drafted a number of years ago, of which will stay relatively the same just updating so it matches our current style of policy writing.
- ToR; College committee, Submissions Committee and Residential Committee. These will all need to be completed by the end of the year. I have started the drafts of the college and residential committees.

**10. Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the association's internal policy and the university calendar.**

The membership requirements of the committees are being adhered to (to the best of my knowledge), it is my goal to update the ToR of each committee to ensure it reflects the new job descriptions. This is something however, I have been unable to fully complete as I have stepped into the role halfway through these committees already being set up.

**11. Ensure that Executive Officers and Committees produce and present meeting minutes at executive meetings.**

I endeavour to have all the times for the committees in my diary to make sure the minutes are at the next executive meeting. This is not something I have done yet but will make sure it happens for the remainder of the year.

- Welfare committee:
- College committee:
- Education Committee:

**12. 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.**

Alongside the lovely secretary, we discuss, plan and prepare the agenda. Donna and I are always in contact on Fridays getting everything prepared for the agenda. It is always circulated on Friday afternoon before our Monday meeting. An emergency meeting has happened twice and we made sure that executive members and student media were aware.

**13. In conjunction with the Secretary, coordinate meetings of the Student Forum, referenda and, where appropriate, elections of the OUSA Executive.**

Donna and I worked to get all the elections stuff up, making sure the packs, website and marketing all went out successfully. Alongside this I wrote rosters for the static booth, facilitated the organisation of the forums. For ease I wrote a "Can do's and Please Don'ts" list to help outline exactly what the rules were of the election. SGM posters, marketing plan, provided advice and feedback on video. Promoted attendance within my own friends and lectures. Created the agenda and put motions on notice. I helped on the day, co-ordinating/ delegating jobs for executive members and getting volunteers to help too.

**13.1 Where coordination of the Executive elections by the Administration Vice President is deemed inappropriate by the Returning Officer, the Administration Vice President may delegate this responsibility to any other Executive Officer.**

While the elections happen, it is inappropriate to me to co-ordinate these publicly. So during the elections I have been going the behind the scenes, creating the rosters, organising the forums/who does what.

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

I have not had to yet do this.

**15. 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.**

The CEO and I talk regularly and if a matter were to arise we would make sure we changed what is necessary to be abiding by the correct legislation.

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

- **Standing Committee of the Executive;**
- **Policy Committee;**

I am a member of both these committees.

**17. 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.**

n/a

**18. 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.**

Policy Committee meets weekly to discuss policy on a Thursday afternoon. I circulate the agenda on the Tuesday prior with relevant documents to read. We then go through each document in the meeting. The committee is very valuable for me and I gain good feedback and advice from them. I have struggled with members at first as they didn't think it was necessary but now we have it smoothly ticking along and looking at various policies.

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

I have not yet had to do this.

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

I meet every week with each representative, we discuss their goals, and what they did on the previous week checking off their goals. I then send this to them and provide support during the week checking in how they are going. There has been some issues with meeting with the Recreation officer, Josh however, hopefully this has been cleared and we are able to meet every week from now on.

**21. Be available via cell phone at all practical times.**

Yes, I am available at all practical times via my cell phone.

**22. Where practical, work not less than twenty hours per week, from January 1 to December 31.**

I have worked 20 hours every week this quarter.

**Part two: General Duties of all Executive members**

**23. Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:**

- **Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation;**

n/a

- **At an individual Executive Officer's discretion, be a safety contact during Orientation, Re-Orientation and other OUSA events throughout the year;**

n/a

- **Collecting for the capping charity; and**

n/a

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

I have helped behind the scenes with elections however due to running I have had to keep publicly out of it. Behind the scenes I helped organise the forums, facilitating who would lead what role and I made the roster for the static voting booth. I also helped by making the election packs and the "Can do's and please don't," list to make it easy for candidates to understand the rules.

**25. 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 been available for all meetings (passing on apologies for only one). No national or local campaigns, executive training sessions have been held.

**26. 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 not spent any money from my budget. (If this counts) I did spend money on posters (around \$30) for Enviro-Week during my period of stepping down as campaigns officer but campaigning for AVP.

**27. All Executive Officers, where possible, shall maintain regular, publicised office hours, and are expected to regularly check and respond to all correspondence received.**

I very regularly check my correspondence and respond as soon as possible to it and I am regularly in the office.

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

I undertake 5 hours of service for different clubs I am in; Hunting and Spearfishing and Students for Environmental action. I attend meetings (mostly weekly) but also help with events, activities and meetings. I have also been helping a newly formed group; SASS, chairing and attending meetings for that.

**Part three: Attendance and involvement in OUSA and University Committees:**

- OUSA Executive;
- Finance and expenditure committee;
- Health sciences Divisional Board;
- Green Team; and;
- Education Committee.

**Part Four General:**

I am still working on many **Environmental projects**. I have weekly catch ups with Jesikah from the sustainability department where we discuss over the upcoming conference which will be held here. I am also working to update the sustainability policy and sit on the OUSA green team. However I have struggled to make meetings as they usually fall during my class time on Tuesdays. I have also provided support where possible for the upcoming student strike for climate and helped co-ordinate the sign painting day with interested groups (SEA and sustainability department).

Another project has been the **Local Body Tertiary Precinct Feedback**, I have met with Garrett Chin to plan how to gain feedback for the tertiary precinct upgrade. We are going to have a dumpling BBQ on Thursday the 26<sup>th</sup> of September. I will be making a roster for who is going to help with this and I have booked and ordered everything.

**Additional Administrative** work I have completed includes, helping create rosters, arranging meeting times for different things, organised a games night for the exec and walked in the graduation parade. I also helped at SOULS AGM checking everything was above board. I have been helping the affiliation of SASS and OHSA, which requires chairing and attending meetings. I attended the Silverline launch night.

The executive section of the **website** falls under the AVP, this should be a job description point. I did a big spring clean of the website, as it probably has not been done for a while. I ensure it is updated, policy is the latest, referenda and SGM notices are up. I did a lot on the website around the election times to have everything on the website for candidates to access. I still have difficulty as I am nowhere near the most tech-savvy but I hope it's all fine now.

For the **FOX glacier rubbish clean up**, I was leader of Party Bus B. I helped James, Will and Donna. Organised students all weekend, I now know what it

feels like to be a teacher on school camp. Helped purchase food, do bus lists and got clubs involved (Tramping, SEA and AAPES). I also provided advice on emails and any other support or minor admin work that I could possibly do. While there, I made sure I was helping with everything, co-ordinating students and getting involved.

For the **Mayoral Forum** I made the power-point, delegated the jobs and helped set up. I worked alongside POLSA and DEBSOC to get the mayoral forum up and running. I printed out names, got table clothes, booked mics and helped organise a straw poll. Other than a hiccup with the mic's due to the large amount of candidates, the event went very well.

#### **Part four: Goals**

- I am to finish the **accountability policy** to be implemented next year with the new incoming executive. This will be a huge, huge policy. Sabrina and I have (just) started trialling a form of spreadsheet. Sabrina has been using it for a while so I am now going to test the 20 hour role on that model. The accountability policy will also require lots of input from exec members, brainstorm sessions and general feedback. However I hope this changes our scope and ability to keep accountable and on top of things.
- **ToR** to be all up to date. I discussed this in (8) but I hope to have all the ToR in line with the new constitution by the end of the year. This will also mean the writing of the submissions, college and residential committee so that the executive next year can hit the ground running. This will require help from Jack, the newly elected people in those roles along with consultation from the executive as a whole and Policy Committee.
- **Sustainability Policy** I wish to have reworked to better fit our association rather than be a token gesture. It should be an underlying factor in majority of decisions. This policy in my brainstorms may include composting, takeaways cups for all staff and cleaning products to be eco (just ideas). It will be done in consultation with the Green team, Debbie, the executive and policy committee.
- I would like to initiate a **mental health training for staff**, where they have an hour training service at the beginning of the year around what to do if a colleague is seeming out of sorts and the signs to look for. This has been implemented in businesses around New Zealand and I think it's an awesome initiative to make sure the people working alongside are feeling fine. This will be done with consultation from Debbie, staff and student support. If OUSA picked up something like this, it makes our own campaigns around Mental health have more weight as we are making sure our own staff are fine.
- I am going to plan and organise the **End of year party** to make sure it's a banger. The Invitation list will include many people, and will be held at starters. I have already began working on this, but will do more work as we come closer. I will work with Ben to organise the party and use the rest of executive for help. Hopefully it's a banger.