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4th Quarter Report 2019
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Another great quarter has come to an end. This quarter has seen a number of activities and events. I have been able to focus more on my policy writing and updating the manual. I must also note that I struggled during exams to meet my hours and workload. I focussed on the bare minimum to ensure I had enough time to study for my exams. However, I found this as a really good learning curve on how to time manage better and make sure my mental health was fine.

Despite this some of the achievements this semester;

- Passing Student Media Independence policy;
- Working through the Terms of References to update them;
- Tertiary precinct feedback day with 300 submissions;
- Local body election, gaining a huge number of student votes;
- The End of Year Party;
- NZUSA congress;
- ACTS conference; and;
- OUSA social touch!!!

Some Challenges;

- Exams and keeping on top of workload;
- Policy writing can be long and tiresome, when I think it will be a quick easy job it may take hours to get the wording right; and;
- Getting James to fill in my spreadsheets.

Overall the quarter has been great fun, I have loved continuing to work with every executive member and staff. While for many there terms at OUSA come to an end, due to my switch halfway through mine feels weirdly like I am still in the middle. This is probably reflected in my work, as many policies will be due to be set at the beginning of next year once I have had the next month to work on them. Anyway, I have loved it all and I can't wait for a break over Christmas.

PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

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. James and I aim to meet weekly, however after and during exam time, we kept up to date at more sporadic times. We would usually go over what has happened in that week/weeks 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 have continued helping and providing 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 and where needed. Bonnie and I have a superb working relationship and I feel I have been able to go to her for anything and she (I hope) can come to me.

5. Be responsible for organising training of Executive Officers.

There has been no training necessary this quarter.

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

This has been the most admin part of the job so far, coordinating multiple people booking their flights, accommodation and getting

everyone organised. It took a lot of planning, mapping out and strategy to make sure everyone is in the right conference or meeting at the right time. I do have to thank both James and Bonnie for helping organise things too and the patience of the executive for getting everywhere and filling out my spreadsheets.

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. The committees have only been held once or twice this quarter due to exam times.

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. An update will be happening over the next month and most likely into the following year. However, James has been leading this so far, I have requested a copy and will make sure to help him over the next few weeks. I will help ensure this is completed with correct consultation and feedback where applicable.

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. All of the policies outlined below have been written in consultation with policy committee.

Policy review's:

- Accountability Policy (Draft): this policy is in draft form at the moment, it is a big one and is almost finished, I have gone between the Executive and policy committee to get adequate consultation. This policy will be continued to be worked on over the last month. I will also explore the options of when we set it, most likely at the beginning of next year.
- Vacancy of an Executive Officer (DRAFT); this policy is in almost completed form, if no more meetings are held this year which I am present at it will be set at the beginning of next year. It outlines what happens in the case of a vacancy as there is currently no formal policy or practise to follow.

- Health and Safety (Draft): this policy is complicated and large, so far we have identified key areas which need to be removed, changed or added. I will continue collating this over the next month and I will probably need legal advice to ensure it meets current legislation.
- Sustainability (PAUSED): This policy has been paused until the staff member is employed so they can help the writing of it. I have done some further research by attending the ACTS conference and looking at further sustainability options OUSA can do.
- Media Independence Policy (DONE): This was completed and set. It established an advisory group for the CEO to discuss any matters which arise in the media with. While the content was drafted a number of years ago, it took a lot of rewriting and making sure it was in line with our policy now.
- Terms of Reference;
 - Colleges committee (DONE) and Residential Committee (DONE); While Jack wrote the body of these, I provided advice and ensured it was in line with other policy. I provided the templates and took it through policy committee consultation.
 - Submissions Committee (DRAFT); This is a policy is current draft, I have discussed it with the incoming political officer on how it would look. I have the basics formulated on the workings of it. As this is the first time something of this nature has been used, it will be very much a trial and error.
 - Clubs Council (DRAFT); Josh has written the body of the clubs council, again I provided advice, ensured it was in line with other policy and guided it through policy committee. This policy is also going through wider consultation with Sarah and Michaela around how voting will occur for the councils. These policy will be continued to be worked on into December and set in 2020.

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). As outlined previously, most committees have only met once or twice throughout this quarter.

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

I ensured that the welfare committee presented the minutes at the executive meeting. This is a job description point I have not been very strong at. I am going to endeavour to create a system to ensure I will be able to know/other executive members know when meetings are being held of what committees and have the minutes on the agenda at the next available Executive meeting.

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 and we made sure that executive members and student media were aware. Donna has also been away this week and so I am creating the agenda and taking agenda points instead of her.

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

We held a referenda during the beginning of October. While it was a busy time period we did manage to meet quorum. Donna and I worked together to ensure it was all together. I have to admit, I did struggle a bit as it was my first referenda which I helped run so was unsure about timeframes etc. Luckily, Donna was able to help and provide advice.

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.

No elections happened.

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 following the correct legislation. As previously stated, we will be consulting to ensure the health and safety documents are appropriate.

- 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 has continued to meet weekly to discuss policy on a Thursday afternoon. I circulate the agenda on the Tuesday before hand 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. We did have two missed meetings during exams and have now stopped for the end of the year.

- 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. During the exam period we have had an email system, where I email the goals from the previous week, the Executive member provides an update on these and what their new goals are for the coming week.

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 most weeks this quarter. During exam time I halved my hours and worked approximately 10 hours each week. However, I have made these up when exams finished.

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.

Not applicable. While referenda was held we did not actively seek votes.

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. I attended the NZUSA congress and the SJS AGM. This was an interesting weekend which allowed me to make more friends and connections. I also enjoyed learning about how NZUSA worked and SJS. I will also be attending the upcoming planning session on Thursday for next year.

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.

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 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 chaired the AGM for SEA and for Te Roopu Māori which would equate to 5 hours total. These were both fun and I learnt a whole lot more about constitutions, budgets, financial reports etc.

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

- OUSA Executive and standing committee;
- Finance and expenditure committee;
- Health Sciences Divisional Board;
- Head of Sustainability Interview Panel;
- Education Committee.

Part Four General:

My **Environmental campaigns** have continued this quarter, mainly in preparation for next year. I still have weekly catch ups with Jesikah, which provides us both a space to discuss ideas and support. I sat on a planning panel for a sustainable flatting guide, which should be rolled out next year and outlines how to be a more sustainable flat. This was very fun project to be a part of and I wish I had the guide in my first year of flatting. Additionally I have sat on the interview panel to employ the new head of sustainability at the University. This alone has taken many hours of my time. The last interview rounds are this week and fingers crossed we get the good result we want. I also attended school strike for climate, made signs, helped with the green impact picnic (yum ice cream). Lastly I attended the ACTS conference alongside Will and James, I learnt a heap of cool things we could be doing at the University and within OUSA. So many talented and knowledgeable people attended and I was so grateful to be amongst them.

I was involved in the organisation of the **Local Body Tertiary Precinct Feedback** project alongside Garrett from DCC. This was very successful day, with the DCC gaining around 300 feedback forms within a couple hours. Massive shout out to those who helped, Will, Kayli and Sabrina.

The executive section of the **website**, has not been too key within this quarter. I am still ensuring it is updated, policy is the latest, referenda and SGM notices are up. MEET UP with Ingrid etc. to discuss who does what on the website.

For the **Dunedin City council Drop in sessions** and **the voting push**, I made rosters and helped organise people. I strived to help Bonnie with the drop in sessions and on the final day, the DHB one, as Bonnie was sick I set it up/talked to candidates etc. The voting days required a lot of my time as we did the dumplings, I did a technique where I made group chats of those rostered on and gave jobs to each person. This seemed to work really well. On the final day I was there from 9-5pm handing out dumplings and encouraging people to vote. This was overall a huge success and us as a whole executive should be super proud.

Part four: Goals Progress

- I am about to finish the **accountability policy**, it has gone through a lot of consultation, many drafts and debate. The policy is all finished except for the last section which outlines what happens to someone once they have a vote within the executive against them. Discussion is whether they go to an SGM or leave. I will be collating a flow chart to explain and look at the different options.
- The **Terms of reference** are meant 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. So far the colleges and newly created residential committees have their terms of references completed and set. Other policies simply need name changes, which I have completed and will circulate this week.
- With the **Sustainability Policy**, while I have a draft of what it should look like with ideas incorporated, I have decided to wait until we have the sustainability staff member employed to help with direction on this.
- I have not made much progress on the **mental health training for staff**. I have discussed the idea with Debbie, staff and student support. I have put in research into how to implement the training and whether to policy it. This will be something to continue working on throughout



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December and if all goes smoothly implement at the beginning of the year in late January, early February before the hectic O-weeks hit.

- I planned and organised the **End of year party**, which went along very smoothly. We had much uptake from clubs and various other groups. It was also very warming to see many council members in attendance. The party took a lot of admin work, replying to emails and writing beautiful spreadsheets.