



otago uni **students'** association

Cover Letter

This quarter has been a tricky one. This time of year, for a lot of students is stressful and difficult to manage. I would not have, if I had known that I'd be on the Executive, have taken five papers this semester and started another job, which is great in hindsight but frustrating in the moment. This has particularly manifested in not being able to see through the Halls resource and in side-lining some general Executive work. I can see where I should have had better time management to fit in more, and taken more proactive steps to be of assistance.

However, I am also happy with how I managed work following the Welfare Officer's resignation. I felt that I was able to be of useful assistance in the discussion around the Queer Space, which was something that required careful consideration and I was pleased to be able to offer something to the conversation as a gay person with potentially adjacent interests to those that would need a queer space. Further, the Suzy Cato event was really successful, and while my role in it wasn't particularly onerous, I am glad that I was able to support it and get it over the line because it was a really enjoyable event that pulled in a group of students who often aren't pulled in to OUSA events. I think I was able to balance the needs of those who had originated the event and OUSA to facilitate an event that was very useful for those who attended.

The Mental Health Campaign has been my main focus, constantly by my side like a small dog, which is now a big dog. It is tracking to be done very shortly, and I am pleased that I think it will be a genuinely useful document. Without being in the role and having a whole year to implement more significant projects, I hope I will be providing some direction from students by way of myself as to how the Executive should go forward with the incredibly complicated issue. I look forward to how it will be used, and would be very eager to continue to work with the 2020 Executive in whatever capacity they would like to see this through.

I wish I had more to say, read below for more nitty gritty details, but such is the nature of this quarter. I am however, altogether, satisfied that I have done my job to the best of my abilities, and that my abilities are now greater than they were before. I thought that OUSA could be a side hustle that I could potter away at while I studied, but I realised that it is something that I wanted to put time to, and really try set up projects that render positive results for students. I think that despite being in an awkward role, elected at an awkward time of year, I have pulled some positive work together.

Thank you,
Benjamin McCook-Weir

Benjamin McCook-Weir
Campaigns Officer
4th Quarter Report 2019
Submitted 20-11-2019 at 12:55pm
1382 words

PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

14.1 Be responsible for ensuring the execution of the publications, campaigns and initiatives OUSA undertakes.

Ensuring the execution of the publications, campaigns and initiatives OUSA undertakes is a significant and wide scope. In the absence of Mental Health Week, I organized much of the logistical work and MC'd the Suzy Cato event. My main focus has been on a Mental Health Campaign, forming a template and report for the future Executive, which is at this stage at its final stages of being written.

14.2 Where reasonably required, assist the Colleges Portfolio Executive Officer with their duties.

Jack does not appear to have needed any significant assistance so far, but I am happy that I have a positive relationship with the Colleges Officer and am more than willing and able to help him where needed.

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

14.3.1 Welfare Committee;

I attended the final meeting of the Welfare Committee, discussion was limited but productive.

14.3.2 Colleges Committee;

I did not attend any Colleges Committee meetings in the final quarter.

14.3.3 Education Committee.

The Education Officer advised that it was not necessary for me to be on this committee and I am sure that my relationship with Will would enable him to tell me if there were any campaign directives coming from the committee.

14.4 Support all Executive Officers in the running of campaigns and initiatives, ensuring they are executed in line with the Association's Strategic Plan and objectives, and that the student body are informed of these events.

It has been a quiet quarter for this area, I am happy that I have been of assistance where necessary, with the exception of supporting the Marine Sciences rally and petition.

14.5 Liaise weekly with the Chairs of all OUSA committees to ascertain the campaigns and initiatives directives from those committees, and act on those directives where appropriate.

I am in contact with the Education Officer, Colleges Officer regularly through my presence in the office and did not receive any directives. I was unfortunately busy during the Marine Science work from the Education Officer, and it is regrettable that I wasn't of more assistance.

With better time management, I could have been of more use. I was hesitant to spread myself too thin but I could have realistically done more than simply attending the rally.

14.6 Maintain a good working relationship with the manager of OUSA Events, proactively seeking opportunities to tie their events in with campaigns and initiatives.

I am happy that I have a good working relationship with events. My focus has been general, and where applicable I have worked with events to help with set up (E.g. the Suzy Cato event). I had started planning an event with NZUSA, but it was decided with Marketing and the President that it would not be wise to engage an event at that time.

14.7 Maintain a good working relationship with the Administrative Vice President, proactively bringing issues relevant to campaigns and initiatives to their attention, and where reasonable, meet with them on a weekly basis.

My relationship with the Administrative Vice President is very good, and we have been meeting or communicating goals on a weekly basis. I have brought any issues to her notice as required and have been clearly communicating what I'm working on to her regularly.

14.8 Maintain a good working relationship with the Managers of the Student Support Unit, the Recreation Unit, the Communications Unit, the Events Unit and Planet Media Dunedin Limited, and where reasonable liaise with them on a weekly basis.

It has not been necessary to establish weekly meetings with the Student Support, Recreation, Communications and Events Units, and I am happy that my relationship with all were sufficient to fulfil the role of Campaigns Officer. In particular, I am happy that I have been able to productively engage with the Communications Unit to bring together my goals for the Mental Health Campaign and more general Executive work.

14.9 Act as the reference point for Executive and staff for all issues relating to OUSA campaigns and initiatives.

I have been at OUSA and available for anyone for any issues relating to campaigns, although as above re Marine Sciences, I should have been more available to help in a more general capacity. The Executive this quarter has been considerably less campaign focused, which is not unexpected, and so I have not been required to be of as much active assistance for campaign work.

14.10 Be responsible for adequate representation of Executive Officers at OUSA campaigns, initiatives and events.

Executive Officers attendance at events has been largely self-regulating. I have worked to ensure that Executive Officers are involved and giving continued feedback into the Mental Health Campaign, so that they are represented in the underlying process. The President has featured in a video, and I hope to incorporate more of the Executive into some future content as is appropriate. I also provided advice and discussion for the Queer Space discussion, which I think was valuable despite the conclusion of those discussions potentially not being as fruitful as initial ambitions.

14.11 Where practical, work not less than ten hours per week.

I am happy that I have been consistently working at least ten hours a week, and have balanced slower weeks with heavier workload weeks. It was very difficult during exam time to manage time, I did have a reasonably heavy workload, but I have invested considerable time

since to the Mental Health Campaign, and other Executive work did require bursts of hours which put me over 10 hours for the week (e.g. Suzy Cato, NZUSA Congress).

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 (cont.)

I could have realistically been more available on occasion, but generally, I think I was available where necessary and reasonable.

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 almost all Executive meetings, as well as NZUSA Congress.

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 remained within budget for the Suzy Cato event, which was the only instance I had budget requirements.

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.

I have been checking and responding to correspondence as required, although I should have given more feedback on a number of documents sent by other Executive Officers. I have tried to give more active feedback where other Executive members ask for it (e.g. Queer Space), and have been good at regularly checking email correspondence.

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

I attended a volunteering session at the marae with some other members of the Executive, I believe I was more of a useful person than a hinderance.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I have only been involved with the Welfare Committee, to a limited extent this quarter. This has been in attending the only meeting this quarter and in liaising with members to discuss welfare information in halls of residence packs. I am disappointed with how that had gone, I should have more effectively moved those discussions into action but because of a combination of failings in my time management, and an unreasonable reliance on the Welfare Committee to take more on themselves, I did not make much progress in this area.

PART FOUR: GENERAL

I have also organised the Executive retreat day, which will have occurred by the time we examine this report. I hope everyone had fun. I think I could have been more proactive generally this quarter, but I am satisfied that where I have been working that I have been effective and helpful, and that I have met the requirements of my role, despite not being able to expand my work to be more ambitious and wider ranging.

GOALS/RECOMMENDATIONS

- **Finish collecting feedback on the Mental Health Campaign and produce a corresponding report:** I met my goal of 200-250 responses (209 general, 25 postgrad responses). The report itself is complicated and not yet finished, but I am happy that the report will be finished very shortly after the submission of this quarterly report to be of use to next years Executive. I am very proud of this work and believe it will be genuinely useful in providing direction for the Executive around mental health, particularly in an election year.
- **To assist in Mental Health Week with the Welfare Officer:** There were obviously complications with this, with the resignation of the Welfare Officer. I am happy that the Suzy Cato event was a success, and that it brought in students who don't necessarily typically engage with OUSA events. Putting in any more work would have been an over extension for myself, and I am happy that for this particular event I did what was required for students. The final academic week is an inappropriate time for this event I hope it is not placed similarly in 2020.
- **To develop a new support resource for students going into Colleges for 2020:** As above, I am disappointed in progress in this area. While a resource exists, from Silverline, it was the belief of myself and the Welfare Committee that it could be a streamlined resource. While the organisation of the Welfare Committee didn't aid me, I should have been aware that I needed to step up and take more control over it.
- **Continue to put the required work into the Executive over the busiest time of the year, whilst respecting and supporting the wellbeing of myself and other members of the Executive where appropriate:** I think I managed this one okay, and am happy that I have tried to strike an appropriate balance, and have generally succeeded.