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President

3rd Quarter Report 2021

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

**4. Duties of the President**

**4.1. Be the official spokesperson for the Association.**

I have been the official spokesperson for this quarter.

Comments/media appearances this quarter have been:

* Critic column x1
* Uni all student comms x2

Interviews:

* Radio 1 x4
* Newstalk ZB x3
* Stuff x3
* RNZ x3
* Critic x5
* ODT x7
* The Star x1
* TVNZ x3
	1. **In liaison with any appropriate affected parties, coordinate and oversee all interactions with other student associations, media organisations, the University of Otago, the Dunedin City Council, the Government of New Zealand, local authorities and any other external organisations and their representatives.**

This includes, but is not limited to, the aforementioned media outlets, the University of Otago, Dunedin City Council, Otago Regional Council, New Zealand Union of Students’ Associations (NZUSA) and its members, other students’ associations such OPSA. This quarter I attended a focus group to review concept design for the George Street upgrade, besides having the student experience mansplained to me by a certain retail owner this was a very productive meeting and the upgrade looks exciting. I attended a workshop held over zoom by the ministry of environment on how to better engage youth in their kaupap. Alongside the Tumuaki of Te Roopū Māori I spoke at a DCC Council meeting in favour of iwi representation being added to DCC subcommittees. I orally submitted on the Drug Checking Bill before the Health Select Committee. I had a meeting with Green MP Chlöe Swarbrick this quarter to discuss general issues facing students and where she could help at a national level

* 1. **Maintain a good working relationship with the Otago Polytechnic Students’ Association (OPSA), and coordinate joint activities when relevant or practical.**
	2. **Be the Association’s official representative on relevant external boards, committees or executives, including, but not limited to:**

I maintain a good working relationship with the OPSA president and stay in communication with him about relevant issues but mainly interact through community committees we sit on together.

**4.4.1. Council of the University of Otago (and requisite sub-committees);**

I am the student representative on the Council of the University of Otago. This quarter, we had two council meetings which I attended as well as a uni council lunch for Dr Rodd Carr the chair of the Climate Change Commission. I am also a member of two sub-committees, the Appeals Board and the Finance and Budget Committee which did not meet this quarter. I attended the Pandemic Response committee this quarter. I also attended two university council strategic planning retreats.

**4.4.2. University of Otago Senate;**

I am a member of the University Senate. There was no meetings this quarter.

**4.4.3. New Zealand Union of Students’ Association’s National Council; and**

I am a member of the New Zealand Union of Students’ Associations National Council. There was one National Council meeting this quarter and one emergency meeting regarding COVID-19 action plan updating. I have also have 2 zooms with the NZUSA President this quarter which was to pass on our expectations for the rest of the year and receive updates to pass onto the executive.

**4.4.4. Any other national student body affiliate where applicable.**

I am not a member of any other national student body affiliate.

* 1. **Hold membership and, where reasonable, attend all internal committees of the Association.**

I hold membership of all internal committees of the Association.

This quarter I have attended:

* Academic committee x1
* Submission committee x2
* Subwarden Committee x1
* Grants Panel x1
* Policy Committee x3
* Blues and Golds panel x1
* FESC x5
* Affiliated Clubs Council x1
	1. **Be given first opportunity for appointment as a Director of any company where the Association holds the power to make such an appointment, including, but not limited to:**
		1. **University Union Limited; and;**

The Finance and Strategy Officer serves on the University Union Limited Board.

* + 1. **University Book Shop Otago Limited.**

I serve as a Director on the University Book Shop Otago Limited. The University Book Shop board has met four times this quarter. Two ordinary board meetings and two budgeting meetings.

* 1. **Chair all meetings of the OUSA Executive and ensure that the standing orders of the Executive are adhered to.**

I have chaired all executive meetings except one which was run by the Admin VP as I was in Blues and Golds Panel meeting. I have under the careful eye of our association Secretary ensured adherence to the standing orders of the meeting.

* 1. **Ensure that an adequate level of consultation between the Executive and staff is maintained on all relevant matters of interest to the Association.**

I have attended three managers meetings this quarter and have found this a sufficient forum to facilitate communication with executive. I have also attended catch up sessions with the manager of OUSA Student Support organised by the Admin VP where available.

* 1. **Where relevant matters arise, prepare verbal reports to the Executive and a written summary for the Executive, of all relevant matters of interest to the Association.**

I have not, and nor do I plan to make monthly written reports to the executive. I believe I have developed a successful means of communication between the executive either through the weekly executive meetings and through moving the President’s office back next to the bullpen. Over lockdown this was supplemented with zooms and updating through the executive group chats/or emails.

* 1. **Report on NZUSA activity at regular OUSA Executive meetings**

This is a standing item at executive meetings and has been a successful means of ensuring the executive are up to date on NZUSA meetings and matters as they arise.

* 1. **In conjunction with the Finance and Strategy Officer and Political Representative, oversee any political campaigns undertaken by the Association actively seeking to inform the student body and general public on student issues and concerns.**

We have supported Afghan students by writing a letter to the Minister of Immigration advocating for a swifter response to the refugee crisis in Afghanistan. I wrote a letter to the Minister of Education advocating for better support for students through the COVID-19 lockdown, mainly through a one-off wellbeing payment to all students.

To supplement the work the Political Rep was doing with the submission on banning conversion practices OUSA posted on Facebook urging Otago students to submit in favour of the ban with templates for submissions. I supported in a limited capacity the Political Reps planning on Women in Leadership Breakfast.

* 1. **Maintain a good working relationship with the Administrative Vice-President, Finance and Strategy Officer, Academic Representative and Welfare and Equity Representative, meet with them weekly and, where reasonable, liaise with them on a daily basis.**

I talk daily and often at length with the Admin VP and the Finance and Strategy Officer and have made the decision with them that a set weekly meeting is not needed.

I have set up a fortnightly catch up meeting with the Academic Rep and the Welfare and Equity Rep each individually similarly to how the Admin VP runs her 10 hour catch ups. This is designed to ensure we have a set communication as I see them less often. I do believe our communication is sufficient and we have a very good working relationship. Over lockdown I have had a very close working relationship with the Academic Rep, who I would be in daily contact with.

* 1. **Maintain a good working relationship with all other Executive Officers and, where reasonable, liaise with them individually on a weekly basis.**

I believe I have fulfilled this, I am often in the bullpen working or in my office with the glass door open and they know they can talk to me whenever that door is open or when I am sitting in the bullpen. Over lockdown I was available to exec members via zoom/email/messenger. My contact with 10 hours over lockdown was increased due to the increase in student issues, mainly in the residential and postgraduate space.

I am also available to them via phone whenever they need my advice/support on any issues. It is not feasible to meet with all executive members individually on a weekly basis and believe that oversight of the 10 hours is being run very well by the Admin VP and so will focus my time on 20 hour oversight and support.

* 1. **Maintain a good working relationship with Te Roopū Māori Tumuaki and uphold the duties of the President as outlined in the Memorandum of Understanding between the Otago University Students’ Association and Te Roopū Māori.**

I have achieved this through being quite communicative with the Tumuaki of Te Roopū Māori. We finalised the MOU between TRM and OUSA this quarter and have common sealed this. I’m stoked to see more of an emphasis on strategic planning in the MOU and a clearer outline of the role the Tumuaki has as an ex-officio member on OUSA to ensure that position is not overworked and is paid fairly. I have had multiple catch ups with the Tumuaki. I held a small supporting role on the vaccine clinic Kaupapa led by TRM and UOPISA which was such a great imitative and a huge effort by our partner associations. I have also collaborated with the Tumuaki on OUSA’s te wiki o te reo māori posts.

* 1. **Maintain a good working relationship with the Chief Executive Officer and, where reasonable, meet with them on a weekly basis.**

The weekly meeting time set with the CEO has been a very productive means of ensuring communication is regular. This is set in our calendars but our understanding is that this weekly meeting only happens when it needs to. Often we have found that we have seen each other enough throughout the week that there is nothing new to talk about and so we defer that meeting until the next week. I do ensure that we have these weekly meetings when we need to. Through lockdown I would be in contact with the CEO multiple times a week over the phone as things cropped up. Alongside this I also attend weekly catch up with the chair of the OUSA Advisory Board alongside our CEO. The advisory board has met once this quarter which I attended.

* 1. **Supervise the Chief Executive Officer on behalf of the Executive, including setting and reviewing of annual Key Performance Indicators (KPIs).**

I achieve this through regular catch ups and recently with support from the advisory board who have agreed to help formalise the process of the performance review and KPI setting. I have also met with Malcolm at Anderson Lloyd where needed to check my obligations as employer of the CEO.

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

This has not happened this quarter, but with every referendum will be carried out through the Association Secretary this quarter for the referendum questions, the Admin VP and Finance and Strategy Officer and I had oversight as this advice came to us.

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

I believe I have achieved this.

* 1. **Perform the general duties of all Executive Officers.**

Discussed in Part 2

* 1. **In the final quarter, write and submit an Annual Review as President, for the purpose of inclusion in the Annual Report. Where practical, work not less than forty hours per week.**

Annual review N/A.

I have worked some reduced weeks due to exams. My average hours this quarter is 44.875 per week

**Part Two General Duties of all Executive Officers**

1. **General Duties of all Executive Officers**
	1. **The appointed term for all OUSA Executive Officers shall commence from the 1st of January and will terminate on the 31st of December of that same year.**

Achieved (so far)

* 1. **Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:**
		1. **Assisting at the OUSA Tent City and other activities during Summer School, Orientation and Re-Orientation; and;**

I attended clubs day, there were no other events requiring executive support or engagement for Re-Ori.

* + 1. **Assisting with elections and referenda where appropriate.**

This quarter we had OUSA elections, I assisted in the planning of this led by the AVP and FSO with a rejuvenated social media campaign this year. This assistance was most keenly felt as I ran the microphone around the Q&A section of candidate forums. I attended the candidate forum and supported the returning officer especially through the lockdown period which significantly impacted campaigning but overall I am happy with the overall approach and outcome. Congrats to all the successful candidates and a big mihi to those who ran but were not successful, OUSA elections can be intimidating but everyone approached it with enthusiasm and respect for each other.

* 1. **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 and chaired every executive meeting this quarter barring one. I attended the goal planning session held this quarter as well as the executive training organised by the AVP.

* 1. **All Executive officers shall:**
		1. **Keep up to date with the Finance and Strategy Officer's Executive budget, bringing to the finance and strategy officer any spending proposals, keeping track of their spending and ensuring they do not exceed budgeted expenditure;**

I have involved the FSO in all expenditure such as the $300 coffee voucher giveaway, and buying a piece from Art Week. He has often attended/facilitated the purchasing of items for projects like the Queer Space this quarter.

* + 1. **Educate themselves on needs and experiences relevant to historically marginalised demographic groups including intersectionality and promote and encourage all demographics to participate, where relevant, in clubs, societies, committees and OUSA events;**

I continue to strive to educate myself on issues of marginalised groups. In supporting executive members initiatives I am always sure they write in measures to account for an intersectional approach to their planning. Attending the cultural expo organised by OISA this quarter was a great experience to interact with the many cultural clubs there are on campus, watch the performances and learn a bit about their culture.

* + 1. **Prioritise sustainability and minimization of environmental impacts in all aspects of their role and keep up to date with environmental issues;**

There has been no aspect of my role that has needed specific sustainability minimisation targets. I have supported the sustainability initiatives of OUSA this quarter where needed. I sit on a review committee of the Ministry of Environment reviewing ways to better engage youth and look forward to continuing that mahi into next quarter. I was lucky enough to have lunch with the chair of the Climate Change Commission this quarter which was enlightening to the complexity of the commission’s final report. Over the last two quarters I have become more actively informed on environmental issues through being the secretary for the Environment Sector of the Labour Party. This has involved facilitating workshops on issues from regenerative farming, WAI262, COP26 and RMA reforms.

* + 1. **Every quarter undertake five hours of voluntary service which contributes to the local community.**

This quarter I did over 5 hour volunteer work as facilitator for a grief support group organised through St Josephs’.

* + 1. **Regularly check and respond to all communications**

I have achieved this to the best of my knowledge.

**Part Three: Attendance and Involvement in OUSA and University Committees**

Outside of the internal and external committees stipulated in my job description, I also sit on the following committees:

* COVID-19 Co-Ordination Committee meeting x1
* Mirror on Society Policy Review Committee x1
* Student mental health hui x2
* Student Services Fee Meeting x2
* Campus development division meeting x2
* University International Reset meeting with OUSA International Rep x1

**Part Four: Goals and your Progress**

To say COVID-19 this quarter has been a disruption to goals would be an understatement.

**Goal One: Harm Reduction**

Work continues on code of conduct reforms, with a meeting coming up next quarter to finalise the policy and move forward on to tangible work like improving educational material and students understanding of the code and their rights.

**Goal Two: Increase Student Representation**

I have continued discussions with a Labour MP (met once before lockdown) who is seeking to draft a bill tackling VSM. Work is continuing to have a student voice summit hosted by OUSA, TRM and UOPISA to workshop with university senior management the ways to improve student representation.

**Goal Three: Increase OUSA Student Engagement**

The OUSA election voting turnout was greater than that of 2020 which I see as a win under this goal. The fact that most positions were contested was also a good sign for improving engagement. Engagement has improved this year over BBQs and increased social media engagement on political issues in particular.

**Goal Four: Improve OUSA Volunteering**

Volunteering has been on the backburner for goals. Discussions with the VC on a volunteer group MOU began before lockdown.

**Goal Five: Improve Club safety and structures**

A decision to include food grants into the grants policy has been put on hold to resume in the fourth quarter with the aim to begin food grants in 2022. Sexual Misconduct Policy for clubs was updated this quarter.

**Goal Six: Māori liason officer**

This quarter I began work to update the OUSA strategic plan to progress the cultural competency section of the plan specifically. This has evolved into plans to create a short term role to help facilitate specifically te tiriti goals of the document in relation to staff competency of Te Reo Māori me ngā Tikanga. This quarter I have met with the Director of the Office of Māori development to progress a job description, beginning next quarter I will investigate grants that can aid in facilitating the cost of this role.

**Part Five: General**

Events I have attended this quarter have been:

* Queer Space opening.
* Otago Disabled Students’ Association launch

Some of the committees and meeting I have had this quarter that don’t fit anywhere else in my report are:

* University COO monthly meetings x3
* Vice-Chancellor monthly meetings x2
	+ Have met 5 times over zoom through lockdown
* DVC Academic meetings x4 (though lockdown period)
* Dean of Wellington Campus zoom re: CSSF
* Interviewed short listed candidates for the Dean of the Faculty of Dentistry.
* Facilitating student focus group with university marketing on “why did you choose Otago”
* Director of HSFY meeting
* Meetings relating to individual advocacy for students x5
* Property services director zoom re: getting free sanitary items on campus with two passionate students and the Welfare and Equity Rep
* Director academic and support services zoom x1
* Met with David Porter (UniPol)
* Sophia Charter meeting x1
* Meeting with TiB Otago director re: National TiB election
* Catch up with DSA President
* Attended beginning of OPA meeting to hear of any lockdown issues for postgrads.

Outside of OUSA and University Committee meetings, I have continued to represent students and the Association in meetings with various people. I have continued to meet with the key stakeholders of the Good One party register which has met once this quarter. I also have regular meetings with the Mayor of Dunedin, Aaron Hawkins (one meeting this quarter), and MP for Dunedin, Dr David Clark (one meeting in person and a few calls over lockdown). I wrote the OUSA Submission on the review of the University of Otago Sexual Misconduct Policy. Alongside the Academic Rep we facilitated a Q&A session with the department of Marketing to brainstorm ideas round teaching and learning in the 21st century and how to better engage with students and class reps.

This quarter I visited the Christchurch campus alongside the Admin VP and Finance and Strategy Officer. There we had a meeting with the postgrad student association and med students association to consult on CSSF. We also met with the Dean to discuss issues on campus and the CSSF as well as to officially congratulate him for his upcoming promotion to Vice-Chancellor. We gave him a copy of “Audeamus, We Dare” to help acquaint him with the long history of OUSA. While in Christchurch we also paid a visit to UCSA and got a great tour of the place from Kim the UCSA President.

In terms of lockdown mahi, I have mainly been meeting with the university to advocate for students welfare. In the midst of this we have dealt with a lot internally, the decision to shut down Starters was a hard but necessary one and work in that area will continue through FESC. I worked collaboratively with the Academic Rep to facilitate better engagement with students over social media to understand where things weren’t going well, this was an anonymous Instagram story where students could snitch on staff not following the rules for teaching and learning and proved very effective.

Overall, this lockdown has presented a lot of challenges but I’m really proud of how the exec have responded to advocate for our tauira. Bring on the fourth and final quarter!