

Accountability Policy

Category: Executive

Version 12

First ratified: August 2001

Last ratified: September 2021

Review date: August 2024

1. Purpose

- 1.1. The Otago University Students' Association Executive will engage in thorough and regular reporting on the activities that they carry out, so that Executive Officers can be held accountable to both the Executive and the student body.
 - 1.1.1. Executive Reports are written as a point of reference for future executive members so that institutional knowledge is retained.
- 1.2. Executive Reports should provide useful information for the historical record, both for future Executives and members.
- 1.3. Executive Officers will be held accountable through the completion of weekly Breakdowns, outlining their work completed and hours spent.

2. Interpretation

- 2.1. In this policy, unless the context otherwise requires:
 - 2.1.1. OUSA means the Otago University Students' Association;
 - 2.1.2. Breakdown means the summarised description of tasks completed weekly by each Executive member in accordance with this policy;
 - 2.1.3. Motion to request resignation means a motion by the Executive requesting an Executive member's resignation;
 - 2.1.4. Executive means the OUSA Executive;
 - 2.1.5. Executive Officer means a member of the OUSA Executive;
 - 2.1.6. Ex-Officio Officer means an ex-officio member of the OUSA Executive
 - 2.1.7. Executive meeting means a meeting of the Executive or the Standing Committee;
 - 2.1.8. Election means the main election, or a by-election held by the Executive;
 - 2.1.9. Report means the written report finished by every Executive Officer at the conclusion of every quarter on the Executive officer's work;
 - 2.1.10. Special Resolution of the Executive means a motion which passes with two-thirds' majority; and;
 - 2.1.11. Supervision period means a four (4) week period of which an Executive Officer is supervised.

3. Breakdowns

- 3.1. The Administrative Vice-President is responsible for creating the Breakdown Template at the start of the calendar year and ensuring all Executive Officers have access.
- 3.2. The Breakdowns will be completed on a shared electronic document.
- 3.3. The Executive are expected to complete their Breakdowns weekly.
- 3.4. Breakdowns may be brought to an Executive meeting as an agenda item, if there is cause for discussion or concern.
- 3.5. The Breakdowns link will be published on the Executive section of the OUSA website by the Administrative Vice-President, provided only the OUSA Executive is able to edit.
- 3.6. Upon passing the fourth quarter reports, the Executive shall no longer be required to complete the Breakdowns.

4. Incompletion of Weekly Breakdowns

- 4.1. Acceptable reasons for non-completion of the weekly Breakdowns are at the discretion of the President or Administrative Vice-President.
- 4.2. Reasons for incompleteness may be stated, where relevant in a few words, including but not limited to:
 - 4.2.1. Health;
 - 4.2.2. Bereavement;
 - 4.2.3. Exams; or;
 - 4.2.4. Personal circumstances.
- 4.3. After three occurrences of submitting an unsatisfactory weekly Breakdown or no Breakdown, the President or the Administrative Vice-President will notify the Executive at an Executive meeting.
- 4.4. If an Executive Officer's reasoning for non-completion is not satisfactory or non-completion is not then amended, it shall be noted at the next meeting of the Executive.
- 4.5. The Executive Officer in question, will then undergo a Supervision Period, as outlined in Section 8 of this policy.

5. Reports

- 5.1. Executive Officers, including Ex-Officio Officers, will submit a quarterly report four times a year, adhering the Reporting Template.
- 5.2. The due date of each report will be set by the Executive at the start of the year.
 - 5.2.1. The due date of the reports may be altered via a motion of the Executive.
 - 5.2.1.1. The reports will be submitted electronically, in a way which is accessible by the Secretary.
 - 5.2.2. In the absence of the Secretary, a delegated member of OUSA will receive the reports.
 - 5.2.3. The reports will be considered at the next Executive meeting.
 - 5.2.4. An Executive Officer's report will not be considered where that Executive Officer is unable to attend the meeting, unless:
 - 5.2.4.1. An Officer can attend the meeting through a reliable live telecommunications link
 - 5.2.4.2. Permission is given by the Executive Officer whose report is being considered, provided that the Executive is satisfied the report requires no further explanation.
 - 5.2.5. Where a report cannot be considered due to an Executive Officer's absence, it will be considered at the next Executive meeting the Officer is able to attend.

6. Report Requirements

- 6.1. All Breakdowns will be set out in the format prescribed by the Breakdown Template.
- 6.2. All reports will be set out in the format prescribed by the Report Template.
- 6.3. The reports of the 10-hour roles will be no more than 2500 words.
- 6.4. The report of the 20-hour roles will be no more than 3250 words.
- 6.5. The report of the President will be no more than 4000 words.
- 6.6. Word count is total word count of the report.
- 6.7. Passing of the fourth quarter report shall require the internal submission of a minimum 2000-word handover document, containing explanation and recommendations for the incumbent holder of that position.
 - 6.7.1. This handover document shall not be received in an Executive meeting but sent to the incumbent holder of the position and the current Administrative Vice-President.
- 6.8. Reports and Breakdowns shall be written in a manner that enables those external to the Executive to read and understand them.
 - 6.8.1. Any offensive, colloquial language or symbols shall not be used in Reports or Breakdowns.
- 6.9. Reports will reflect the requirements set out in the Executive Job Description Policy.
- 6.10. Reports will consider:
 - 6.10.1. Duties assigned by the OUSA Constitution;

- 6.10.2. Attendance and Involvement in OUSA, University and External Committees;
- 6.10.3. Progress on Executive and personal goals set for the year and any changes to these goals.
- 6.11. Reports and Breakdowns shall not include any discussion of:
 - 6.11.1. OUSA staffing;
 - 6.11.2. Personal grievances; and;
 - 6.11.3. Issues or work unrelated to OUSA or done outside of the relevant quarter period.
- 6.12. In the case of the fourth quarter report, reports may discuss work which shall be undertaken after the fourth quarter report due date.

7. Passing of Reports

- 7.1. The Executive will only pass reports if they comply with the guidelines of this policy.
- 7.2. Where an exemption from this policy is given, it must be stated when passing the report, with appropriate reasoning.
- 7.3. Where the Executive holds concerns over an Officer's report, they may provide feedback to that Officer, alongside the motion concerning the report.
- 7.4. When considering reports, the Executive may:
 - 7.4.1. Pass the report and continue to pay the Officer their honorarium; or
 - 7.4.2. If the report fails to comply with this policy but requires only minor amendments, request a resubmission of the report but move to pass the report and continue to pay the Officer their honorarium.
 - 7.4.3. If the report fails to comply with this policy, and substantive amendments must be made, not pass the report and request that the Officer re-submit their report to be reconsidered at the next normal Executive meeting, where it will be passed if compliant with this policy.
- 7.5. Reasons must be given to an Officer within that Executive meeting if their report is not passed and these reasons must be recorded in the minutes.
- 7.6. When a report is not passed a reason should be provided in the minutes unless the Officer requests an exemption as the minutes of reasons would:
 - 7.6.1. Be a breach of the privacy of the Officer;
 - 7.6.2. Have undue legal or financial consequences for the Officer; or;
 - 7.6.3. Be unduly harsh in the circumstances.
- 7.7. If a Report is compliant with this policy but the Executive finds the Officer has not fulfilled the requirements of their position, the Executive may pass the report but initiate a Supervision Period of that Officer.
 - 7.7.1. The Supervision Period is outlined in Section 9 of this policy
- 7.8. Reports that have been passed must be made publicly available on the OUSA Website within two weeks of being passed at an Executive meeting and shall remain available to students for the remainder of the year.
- 7.9. An electronic copy of all passed reports will be submitted to student media.

8. Supervision Period of an Executive Officer

- 8.1. Where a Supervision Period of a 10-hour position or the President is initiated, the Administrative Vice-President shall act as Supervisor.
- 8.2. Where a Supervision Period of a 20-hour position is initiated, the President shall act as Supervisor.
- 8.3. Supervision may include but is not limited to: verification of work, weekly meetings and development of specified work plans.
- 8.4. After four (4) weeks of satisfactory completion of the Supervision Period, the Supervision shall end and the Executive will be notified of this outcome at the next Executive meeting.
- 8.5. If the Supervision Period outcomes are unsatisfactory, the Executive may pass a motion to request resignation.