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President of the University of Otago Pacific Islands Student Association (UOPISA)
1st Quarter Report 2023
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Part One: Executive Officer position Description Duties

1.1 The University of Otago Pacific Islands Students Association President shall be a voting ex-officio member of the OUSA Executive.

6.1.1 I have been voting in the matters that are presented to the association executive, given that I am present at the meeting, or otherwise stated in abstaining to vote.

1.2 The duties of the University of Otago Pacific Island Student Association President are outlined in the Memorandum of Understanding between the Otago University Students' Association and the University of Otago Pacific Island Students' Association (UOPISA).

1.2.1 The Memorandum of Understanding between the Otago University Students' Association (OUSA) and the University of Otago Pacific Islands Students' Association (UOPISA) has been met and passed.

1.3 Where practical perform the general duties of all Executive Officers

1.3.1 See in Part 2.

PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

The President is the primary elected representative of members of UOPISA. The President will lead UOPISA in fulfilling its core functions and achieving its goals. This includes:

1.1 Main spokesperson for UOPISA

1.1.1 I have represented UOPISA at the following events:

- a) Monthly meetings with the University of Otago Pacific Leadership Group (PLG)
 - i. These meetings aim to facilitate around the table discussion on current events, policy and updates with all of the Pacific Deans for the various teaching disciplines.
 - ii. Prayer service for Director of Pacific Development Office.
- b) Otago Pacific President meetings (Standing Committee)
 - i. These meetings aim to facilitate around the table discussions on current events and issues that any of our Pacific Presidents may have.
- c) Meetings with Pacific Island Centre
 - i. Meeting to request for equity funding to support our events for this year.
- d) Monthly meetings with Vice Chancellor, David Murdoch
 - i. This meeting aim to discuss what has been happening in UOPISA's space and the types of support and resources we need from the University.
- e) Director of student services

- i. This meeting was about potential funding and space for UOPISA.
- f) Pacific Trust Otago
 - i. This meeting was about giving UOPISA funding for events this year.
- g) Senate
- h) Academic Committees
- i) Ministry of Business, Innovation and & Employment – Talanoa Session
- j) Pacific Media Network - Interview
- k) Ministry for Pacific peoples
- l) New Zealand University Student Association
- m) Manatu Hauora, Ministry of Health – Scholarships and Youth Engagement
- n) Manatu Hauora, Ministry of Health – Pacific Health Strategy Plan
- o) Cycle 6 Academic Audit self – review preparation workshop
- p) Supporting Pacific Students Workshop with Patrick – Te Tumu
- q) Te Whare Tawaharau workshop
- r) Change to Masters entrance requirements
- s) Consultation on a New Pathway Diploma in Science
- t) University of Otago Tua Kira Taka Project
- u) Welcome for Te Tumu Dean – Patrick Vakaoti
- v) Otago Niuean Student Association welcome
- w) Otago Tongan Student Association welcome
- x) Otago Fijian Student Association welcome
- y) Science Students Pacific Island Association welcome
- z) Pacific Island Health Professional Student Association welcome
- aa) Pacific Island Law Student Association Welcome

1.2 Chair and convener of executive and general meetings

I have chaired all meetings for UOPISA.

I have chaired all meetings for the standing committee.

1.3 Chief representative and responsible for all internal and external relations.

I have attended the regular Pacific Leadership Group meetings, however, there was one I could not attend due to fulfilling an urgent UOPISA matter at the ANZ bank.

I have maintained contact with the member associations of UOPISA through online chat forums and in person.

1.4 To establish and maintain our relationship with OUSA, Te Roopū Māori and the University, where appropriate.

I have attended all OUSA exec meetings for the first quarter. I work collaboratively with OUSA president Quintin on how we can work effectively together as allies and where we would best need OUSA's support on to help achieve our strategic vision and goals. OUSA has been very supportive so far.

I have maintained a good relationship with Te Rōpū Māori (TRM) by maintaining contact with TRM Tumuaki Haki. I have had a in person meeting

with Haki discussing our collaboration events we want to hold this year. We have our annual TRM x UOPISA bbq that UOPISA will host in first semester and TRM will host in second semester. We are planning to have an executive meet and greet that will occur before the bbq. I appreciate and value the working relationship with TRM and look forward to continuing to work alongside and supporting them and their mahi.

1.5 Establish and maintain relationships with external/internal stakeholders where appropriate

- a) Tangiliima Feleti (Manager of Pacific Islands Centre).
- b) Dr. Tasileta Teevale (Director of Pacific Development Office).
- c) Dr. Losa Moata'ane (Associate Dean Pacific Division of Sciences).
- d) Dr. Michelle Schaaf (Associate Dean Pacific Division of Humanities).
- e) Esmay Eteuati (Associate Dean Pacific Otago Business School and Division of Commerce).
- f) Dr Xaviour Walker (ADP Health Sciences)
- g) Tofilau Nina Kirifi-Alai (Manager Pacific External Engagement – Auckland)
- h) Pacific Trust Otago
- i) Dunedin City Council

Part Two: General Duties of All Executive Members

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

Still in progress.

2.1.1 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 and other activities during Summer School, Orientation and Re-Orientation; and;

Assisted with Tent Day doing the bbq and attending OUSA governance training.

2.1.2 Assisting with elections and reference where appropriate.

N/A

2.2 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 all executive meetings which have mainly been on zoom and in person.

2.3 All Executive officers shall:

2.3.1 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;

This is the third year we have executed our MOU with OUSA for our leadership weekend. OUSA has granted us \$2,000 towards UOPISA's leadership weekend that works to help our associations plan out their year and enhance their leadership skills.

2.3.2 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;

N/A.

2.3.3 Prioritise of sustainability and minimization of environmental impacts in all aspects of their role and keep up to date with environmental issues;

N/A.

2.3.4 Every quarter undertake five hours of voluntary service which contributes to the local community;

Currently I dedicate my voluntary service hours to my Pacific community. I am attending community events and meetings that work to maintain and foster UOPISA's relationship with the community.

2.3.5 Regularly check and respond to all communications.

I have checked my correspondence regularly and have responded to calls, messages and emails as soon as possible.

Part Three: Attendance and involvement in OUSA and University Committees

1. OUSA Executive Committee (ex-officio Member)
2. University Pacific Leadership Group (Student Representative)
3. Senate
4. Academic Committees

Part Four: Goals and your Progress

1. To establish sustainable funding for UOPISA
2. To establish an office space for UOPISA

3. To document UOPISA history at the Hocken repository
4. To have UOPISA logo on Pacific Island student ID

Part Five: General

1. Assisted with Society of Otago Law Students x Anderson Lloyd Sausage sizzle.
2. Assisted and advised Pacific associations with affiliations and constitutional amendments.