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Finance and Strategy Officer
1st Quarter Report 2023
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Part One: Executive Officer Position Description Duties

8.1 Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.

N/A

8.2 Where reasonably required, assist the Admin Vice-President in their duties.

I have assisted the Admin Vice President in their duties this quarter, working on a number of projects together. The most significant project this quarter has been 'Drop for Good' which took place during day three and four of O-Week. Although the AVP led the initiative with the sustainability office, I was able to assist with some logistical elements. In addition to Drop for Good, we have attended regular meetings with the marketing department to discuss ideas and projects we would like to work on throughout the year.

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

8.3.1 Standing Committee of the Executive:

I have attended all Standing Committee meetings but one so far this quarter.

8.3.2 Finance, Expenditure, and Strategy Committee:

Created a new FESC and set the agenda for the first FESC meeting this quarter.

8.3.3 Grants Panel:

As of yet, there have been no grants panels this year.

8.4 Meet regularly with the Chief Executive Officer to ensure a governance oversight of the association finances.

I have had a few meetings with the CFO this quarter, to get updates on the commercial board structure, finances, reshuffling of OUSA and to discuss the strategic plan.

- 8.5 Chair meetings of the Finance, Expenditure and Strategy 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.**

I have set up the first FESC meeting of the year and will chair it. At the first meeting I will set out the objectives for the year and discuss any recent issues that need addressing from the CEO.

- 8.6 In conjunction with the Chief Executive Officer, maintain oversight of the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.**

I meet with the CEO regularly to discuss ongoing projects and look at any investments that OUSA has, at a high level, this will be discussed in more detail during FESC meetings. Each week, I review the banking payments made by the association so I can keep updated with spending.

- 8.7 Maintain a sound understanding of the position of any Association holdings, ensuring that all relevant documentation is filed and accessible and that financial controls are critiqued.**

Every week, and as needed, I approve the association's invoices in conjunction with the CEO. This allows some insight into the spending of the association. The CEO provides a comprehensive breakdown of projects impacting finances at FESC meetings and a more general oversight when we meet.

- 8.8 In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an annual report.**

We are currently looking into alternative companies to do the auditing this year, as costs have been increasing too much in the past few years.

- 8.9 In conjunction with the Accounts team, monitor Association accounts compared to budget, ensuring expenditure is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.**

I look over the monthly financial reports and note variances that are not expected or already explained. I have also engaged with the accounts team to learn more about the record keeping and expenditure spreadsheet so I can gain a better understanding of the budget. I chat with the accounts team on a regular basis to raise any association spending that was unexpected.

- 8.9.1 Authorize transactions from the association accounts relating to the executive expenditure.**

I have authorised executive expenditure throughout the quarter for planned projects, with some income being recorded through Drop for Good.

8.10 Oversee the budget setting process in the latter half of that calendar year.

N/A

8.11 Ensure that all Executive Officers are familiar with the Executive Budget, expenditure process and assist them where necessary.

Monthly Executive budget updates are yet to be done. It will follow on from the first FESC meeting, taking place mid-March. The aim will be to keep the Executive up to date with a general overview, which I can provide more detail for if necessary or requested.

8.12 May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:

8.12.1 University Union Limited; and;

I missed the first UUL meeting of the year due to surgery recovery.

8.12.2 University Book Shop Otago Limited.

N/A

8.13 Where appropriate, seek advice from the Auditors on financial matters relevant to the Association.

N/A

8.14 Assist and liaise with students and students' associations on University of Otago satellite campuses.

As of yet, OUSA has not reached out to satellite campuses, but we aim to address this in the coming months. At this stage, we would like to visit our satellite campuses but given the current costs associated with flying, it is unclear when we will be able to do this. I have already had a chat with the President and Secretary about visits, but there is a meeting scheduled with the President and AVP to discuss a plan for how we can liaise and reach out to other student associations properly.

8.15 Oversee any campaigns undertaken by the Association, actively seeking to inform the student body and general public on student issues and concerns and liaising with relevant officers such as the Political Representative, including but not limited to:

I have been involved in the planning and running of drop for good this quarter. Additionally, I have also started discussions surrounding the General Elections due to take place later in the year.

8.15.1 Encourage voter participation;

We will begin to conduct a campaign surrounding voter participation in the coming months. We have a selection of videos and social media planned as well as a BBQ.

8.15.2 Local Body Elections; and;

N/A

8.15.3 National Body Elections.

As stated above.

8.16 Support and act as a reference point for 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 busy start to the year in terms of events, campaigns, and initiatives. The first quarter has mainly involved a lot of planning for the year. Thus far, I have been available to the Exec and wider staff at OUSA for campaigns and initiatives as a first point of contact throughout the quarter.

8.17 Liaise weekly with the Chairs of all OUSA committees to ascertain the campaigns, initiatives and directives from those committees, and act on those directives where appropriate including but not limited to:

8.17.1 Welfare Committee:

The Exec have received weekly updates from the Welfare Officer regarding important issues surrounding student welfare and any updates from other committees.

8.17.2 Residential Committee:

I have not liaised with the Residential Committee directly, but will receive updates from the Residential Rep.

8.17.3 Affiliated Club Council; and:

N/A

8.17.4 Academic Committee.

I have not worked with the Academic Committee directly but have received feedback and important updates from the Academic Rep at Standing Committee.

8.18 Be available via cell phone at all practical times.

I have been available via phone during daytimes whenever possible around Uni Lectures and other work. This is usually a text or call from a member of OUSA staff regarding payment or time sensitive information, or emails that I can respond to from outside of the office.

8.19 Perform the general duties of all Executive Officers.

I have performed general duties of the Executive Officers this quarter. I have outlined these in more detail in part two.

8.20 Where practical, work not less than twenty hours per week, from January 1 until December 31.

At the beginning of the year, I worked less hours because a lot of the required work within my role had not started yet.

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, including, but not limited to:

3.1.1 Assisting at the OUSA Tent City marquee and other activities during Summer School, Orientation and Re-Orientation; and;

Tent city and most other O-Week events were able to go ahead this year and it was a great week for everyone! I was able to assist with some events like Drop for Good and be part of the Exec BBQ at Tent City. OUSA staff members and I did a walk around of all of the O-Week events happening on Union Lawn and greeted people running each station.

3.1.2 Assisting with elections and referenda where appropriate, including but not limited to advertising the election and collecting votes.

N/A

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 all executive and standing committee meetings apart from one.

- 3.3 All Executive Officer's will 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 been available for contact around the executive budget and have worked primarily with the Admin-VP and President and accounts team in relation to costs.

- 3.4 All Executive Officers are to 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 have spent time doing my own research into New Zealand history and cultural issues.

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

During this quarter, I have been making sure that all documents for meetings and committees are emailed rather than printed to save paper. Additionally, being involved with the sustainability office with drop for good was good. The idea behind this was to save furniture from going to the landfill when it could be re-used and upcycled.

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

This semester, I am planning to volunteer at a charity event in the Dunedin area.

- 3.6 All Executive Officers are expected to regularly check and respond to all correspondence received.**

I have responded to all correspondence in a timely manner.

Part Three: Attendance and Involvement in OUSA and University Committees

OUSA Committees:

One role of the FSO is to chair the Finance and Expenditure Committee. The FSO also sits on the Grants Panel and Policy Committee. The Policy Committee and the Grants Panel have met this quarter and I have attended all of these meetings.

University Committees:

I have recently been re-appointed as a Director on the Board of University Union Limited and have attended their first meeting for the year this quarter. I sit on the Advisory group for the Student Services Fees but, the first meeting has not been scheduled for this year yet. I have resumed the monthly meetings with the University CFO Sharon van Turnhout, taken over from the previous FSO.

Part Four: Goals and your Progress

Work to address the OUSA operating deficit:

There is currently no operating deficit.

Work with satellite campuses on their issues:

We have already had a meeting and the President has been in contact with other associations. We intent to visit throughout the year and develop a better working relationship.

Executive brand campaign development:

The executive is working closely with marketing, with the guidance of the president to develop the OUSA brand and to increase student engagement. A big goal of ours is to get more students present at SGM turnout and increase referendum participation. We have engaged an external contractor to make some exec videos for our social media platforms.

Increase student voter numbers:

With elections coming up in September, a goal of mine is to get as many students registered to vote as possible. At this stage I am beginning to plan events and work with the electoral commission to increase visibility and engagement with local elections.

Part Five: General

We have had an internally productive start to the year, planning and setting things in motion. I am really hopeful this will be a good year for OUSA and get back to our normal. I'm excited to see what happens with ongoing projects and working on things I have mentioned above.