

Imogen Macalister
Administrative Vice-President
1st Quarter Report 2023
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Part One: Duties of the Administrative Vice-President

7.1. Assist the President in their duties.

Yes, I have assisted the President in their duties.

7.2. Assume all the powers and duties of the President in their absence.

When Quintin was away, I stood in for him at the first Sophia Charter Implementation Working Group. I represented the values of our OUSA executive and then reported back to Quintin on what was said. Otherwise, I have not had to assume powers or duties of the president.

7.3. Support the President in the setting and reviewing of annual Key Performance Indicators for the Chief Executive Officer.

N/A

7.4. Support the President by maintaining oversight of all Executive officers.

I have overseen the executive this quarter. I have checked in on what the executive members goals are for the year and set meeting times for the 10-hour roles. The executive knows that I am always open to support them and many of them have taken advantage of this.

7.5. Be responsible for organising training of Executive Officers.

The Advisory Board ran an exec training session where executive officers met with OUSA departments, set goals for the year, and trained the executive. I have provided each new executive member with a welcoming note and a list of OUSA Departments and Structure to assist in training.

7.6. Be responsible for organising Executive Officer attendance at national and local conferences.

N/A

7.7. Ensure that Executive Officers and Committees operate in adherence to the Constitution and policies of the Association

Committees are yet to be up and running, but I will ensure that chairs are aware of the relevant terms of reference and policies.

7.8. Be responsible for coordinating the updating of the OUSA Constitution and for producing and reviewing internal policy, in consultation with the Executive, staff and other relevant stakeholders, as required.

The Constitution has not been updated this quarter. I am responsible for producing and updating policy, next quarter I will be ensuring there is a better system for keeping policies updated on the website.

7.9. Work with the Finance and Strategy Officer to ensure the OUSA Executive priorities and actions align with the goals and objectives of the OUSA Strategic Plan.

I have provided FSO with my thoughts and advice on our current strategic plan.

7.10.1. Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the Association's internal policy and the University Calendar.

I believe these policies are adhered to.

7.11. Ensure that Executive Officers and Committees produce and present meeting minutes at Executive meetings.

Minutes are always produced and presented to the executive in each meeting. Thank you, Donna for your help with this.

7.12. In conjunction with the Secretary, ensure that all members and student media outlets are advised of meeting times, and that the agenda is prepared and circulated beforehand.

Members and student media were aware of the times of meetings. The agenda is always prepared and circulated before meetings, and I support the secretary when she suggests items for the agenda.

7.13. Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting.

N/A this quarter but can do so if called upon.

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

7.14.1. Standing Committee of the Executive; and;

I am a member of the Standing Committee and have attended all meetings.

7.14.2. Policy Committee.

I am the Chair of Policy Committee. This year our focus is to incorporate the commercial holdings board into our outstanding policies and introduce guidelines for procurement.

7.15. Chair meetings of the Policy 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.

The President and I are currently restructuring the way the Policy Committee operates and as a result, the committee has not been established yet. However, it has been decided that it will meet monthly, and our first agenda items are reviewing the holdings board and the suggestions from lawyers regarding this.

When Policy Committee is set up, the agenda will be circulated before time, if there is significant pre-reading, I will ensure that there is at least a week available to cover that material.

7.16. In conjunction with the Secretary, coordinate meetings of the Student General Meetings, and other meetings of the student body, referenda and, where appropriate, elections of the OUSA Executive.

N/A this quarter. I have been collecting ideas from the exec for our referendum. Dates will be set when we have the auditor's and annual reports available.

7.16.1. Where coordination of the Association Executive elections by the Administrative Vice-President is deemed inappropriate by the Returning Officer, the Administrative Vice-President may delegate this responsibility to any other Executive Officer.

N/A

7.17. Work with the Finance and Strategy Officer and the OUSA Marketing and Communications department, to ensure the Executive section of the Association website is up to date with relevant material including but not limited to:

7.17.1. Executive campaigns; and;

The FSO and I have a standing weekly meeting with Marketing to ensure that we are aware of what is on the agenda for each of our departments. I have not been able to attend any of these before this report is due. However, we are set to meet each Wednesday at 10.

7.17.2. Referendum, SGM's and Policies on notice.

N/A

7.18. Meet weekly with and oversee the functions of the Postgraduate Students', International Students', Residential, Clubs and Societies and Political Representatives.

I have set a time for myself and each of the 10-hour roles to meet every two weeks. Due to illness, I have not been able to attend all of these yet but will next week. All 10-hour roles understand that I am here to support at any point and that we can discuss and meet outside of these times, which I have done.

7.19. Be available via cell phone at all practical times

I have not missed any important calls and have called back immediately in the cases where I have missed a call.

7.20. Where practical, work not less than twenty hours per week

I have been working on average twenty hours each week.

Part Two: General Duties of all Executive Officers

3.1. 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.

I started my term at the beginning of January and plan to work until the end of December.

3.2. Where reasonable, all Executive Officers are expected to assist as volunteers for OUSA events and functions, including, but not limited to:

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

I attended and assisted with summer in dinners event, ran the barbecue at tent city, packed hall packs, packed flatting packs, packed compass magazines to go to first years, and ran Shop for Good.

3.2.2. Assisting with elections and referenda where appropriate.

N/A

3.3. 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 Exec meetings, including those in Standing Committee.

3.4. All Executive officers shall:

3.4.1. 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 wasn't aware of this but will do this now. It has been difficult to catch up with FSO due to our busy timetables.

3.4.2. 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;

I am constantly reflecting on the advantages and privileges I have that have got me to where I am today. The role of the executive is to represent all students who have a wide range of experiences different from our own. I have been reminding the exec of this in meetings also.

I have written Te Reo Māori terms on the board for Autism, ADHD, and queer groups as I believe the Te Ao Māori worldview of these is much more accepting and understanding, and I would like to adopt this worldview at OUSA. I would like to learn more about the social model of disability, and the role the university has to play in legally making their education service equitable.

I have been trying to organise a marae stay for the exec, although this is proving difficult. The booking process is complicated, and I'm struggling to find a time when the exec is all free. I have been meaning to get in contact with Mary Jane Kivalu regarding cultural competency training, however the exec is always busy, and I have been sick, causing some things to slip.

I attended the Pacific Welcome which was amazing.

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

The MOU between the Sustainability Office and OUSA has been implemented.

I am in contact with Craig from the net zero carbon programme about running a train from Dunedin to Christchurch over the holidays to reduce our carbon emissions. I have notified events and marketing about this, and they are both on board. I am working on setting a meeting but Events, Marketing, Susty, and myself.

I played a big part in organising the Shop for Good this year. Shop for Good has now been and gone, and it was successful. I understand the Drop for Good will run during semester 2 exams which I am ... uhh... looking forward to.

3.4.4. Every quarter undertake five hours of voluntary service which contributes to the local community.

This quarter I volunteered extra time to Shop for Good.

3.4.5. Regularly check and respond to all communications

Tick

Part Three: Attendance and involvement in OUSA and University Committees

- OUSA Executive
- OUSA Standing Committee
- Finance, Expenditure and Strategy Committee
- Policy Committee
- OUSA Advisory Board
- Net Carbon Zero Programme Board
- Health and Safety Committee

Not all the meetings have been held this quarter. I have always attended when they are.

Part Four: Goals

Advocate for, and research the possibility for a Student Bar

- Last year, I reached out to the AVP about whether OUSA had a say in the student bar conversation and if the role meant that I could do something. From that conversation (which I have now forgotten), I took away that possibly, MAYBE I could do something.
- I thought that given OUSA's top 2 obligations are to foster culture and recreation within the University environment and to advocate for and protect its members, alongside the Sophia charter requirements of running starters, that getting a student bar up and running would be quite achievable.
- I can't wrap my head around the whole issue, it is so big and so complex. There are a lot more hoops than I thought, and it is all quite confusing. Sometimes it's hard to keep fighting when it feels like such an uphill battle. A lot of my ideas have been quickly shut down for reasons I don't entirely understand. It appears that everyone wants a student bar but can't afford it.
- Having a student bar in North Dunedin is crucial and I have a long list of reasons why. The media doesn't show the wholesome sides of our student culture; caring for one another, having deep chats, the inclusive environment, having fun, and dancing together. Parts of the Dunedin culture are deeply precious, and I want to protect those. I will continue to push and fight for a student bar where I can, and I feel incredibly supported by our executive.
- We will continue working with the DCC and University as charter partners to explore funding opportunities.
- I am also wanting to validate and collate support from the wider community (big list of people) into one big document or petition, but I am still working out how to go about this.

Increase Student Engagement

- I rapped WAP at tent city, changed up the exec critic columns, appeared in exec tik-toks, and in a video for the teacher's strike. Exec drop-in sessions are also a work in progress.

Support the Executive

- I made welcome cards for each exec member and asked them to fill out a form of their goals and anything I should know that I can support them with. I try to consistently make the executive aware that I am here to support.

Part Five: General

Starting uni has made this role difficult for me. I have also been sick for the past three weeks, which has doubled down on me.

As a student organisation, I expected things to be more relaxed and more in tune with students. However, I have been really struggling with the professionalism of OUSA. Sometimes I feel like I must mould myself into someone I am not. The removal of VSM leading to a hyper commercialised organisation, as well as such professionalism leads OUSA further away from understanding the student lifestyle we are fighting to represent. This worries me.

However, I really enjoy being a support network for the OUSA executive. I have been blown away by each exec member. I am in awe of their hard work, their passion, and their creativity to solve problems in ways I would never think of. I love being able to support everyone and hear about what everyone is getting up to. I look forward to supporting our executive further in their goals.