

Imogen Macalister
Administrative Vice-President
2nd Quarter Report 2023
Submitted 19-06-2023 at 3:00pm

Part One: Duties of the Administrative Vice-President

7.1. Assist the President in their duties.

I check in with the President regularly, and we catch up often about how things are going for each other and the exec. I continue to ask if there are things I can do to help, and if they're doing okay. When Pres appears to feel hopeless or powerless, I quote Star Wars. Everything's FINE.

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

I led the UOPISA and OUSA exec meeting in the Presidents absence, it was fun, and we had yum food! Otherwise, I haven't needed to step in.

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

N/A this quarter.

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

With more exec coming into the bullpen to work, it has been easier to catch up. I meet with the 10-hour roles each week unless exams or sickness have come up. Our exec this year is quite social and well connected, and I am proud of the work we are all putting in.

7.5. Be responsible for organising training of Executive Officers.

With the election of the new clubs and socs rep I have made sure to get in touch about training and calming the nerves of starting this new daunting role! Training will happen more next quarter when this role is appointed. I have connected the outgoing and incoming clubs rep. I continue to assist exec on all OUSA related questions, as well as prompting discussion on privilege and inclusivity.

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

Unfortunately, I can't go to NZUSA in Wellington this year and I didn't get a response when asking the exec to go. Attending conferences in other cities is a big ask as well as well as expensive and contributes to our emissions profile, so I don't like to push this unless completely necessary.

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

I oversee the exec and ensure adherence with policies. I am working with the Secretary and President about how to best approach exec members not adhering to the accountability policy.

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 President has helped me significantly with the Policy Committee, including getting it up and running and chairing the first two. I couldn't be more grateful! I brought policies to these meetings as well as provided feedback.

Policies have been updated accordingly. I have not needed to invite key stakeholders this quarter, but I will do as is required.

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 feedback on the new OUSA strategic plan which looks awesome, thank you FSO!

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.

These policies are adhered to as far as possible; committees seem difficult to get up and running but I support where I can.

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

Minutes are always produced and received by the executive from our secretary, thank you! I provide feedback via email.

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.

Critic is good at coming to our meetings and I send a message if I worry they have forgotten. Pres usually sets up the zoom link as I only have free zoom. The meeting times are at a standing time in each exec member's calendar. The secretary sends out the agenda for checking, thank you!

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

N/A this quarter.

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.

7.14.2. Policy Committee.

I am the Chair of Policy Committee (now).

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.

Will do now that I am the chair. I look forward to circulating agendas early and rescinding unnecessary policies.

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.

AGM MADE QUORUM! Thank you wholeheartedly to everyone that came, especially exec members and critic staff. Thank you to exec members who made posters and supported me emotionally (lol) and thank you to wider OUSA staff who provided free gifts for the quiz winners.

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;

I update the website when asked.

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

I update the website when asked.

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

I meet with the 10-hour roles each week unless exams or sickness have come up.

7.19. Be available via cell phone at all practical times

Okay.

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

I usually work more than twenty hours per week, and this decreases when I got badly sick (twice over the first two quarters), so it balances out well.

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;

N/A this quarter. Ran the BBQ at tertiary open day though.

3.2.2. Assisting with elections and referenda where appropriate.

See successful AGM! ☺ . I attended the clubs rep bi-election and gave feedback to those that asked questions prior to running.

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 missed one executive meeting due to sickness. I caught up on the minutes afterward.

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 have asked about the budget but never seen it. I have never spent anything without checking with the President first.

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 liaising with MJ about a cultural intelligence workshop for the executive.
- I have read a book on Tikanga Māori and used this book to assist in writing the He Tohu Huarahi Māori bilingual signs submission.
- I have also read a fiction book about two Māori siblings in Tamaki Makaurau. This has helped me to understand some of the internal dialogue that goes on as a Māori person living in Aotearoa.
- I have begun reading a book about feminism called Feminism is for Everybody by Bell Hooks. This has been a crucial learning point for me. I have learnt that feminism gained its nasty reputation primarily from a few individuals and poor media. Feminism stands for opposing the oppression of sexism that affects all genders, it is not anti-men, it is for everybody. I am proud to call myself a feminist and look forward to finishing this book.

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

- I sit on the Net Carbon Zero committee which meets tomorrow.
- I have given feedback on the sustainability section of the strategic plan from my knowledge as a student in environmental sciences.
- I am looking forward to writing the OUSA sustainability focussed strategic plan.
- I have begun work setting up the OUSA Sustainability Working Group including finding about half of the members!
- I have collected feedback about the use of single-use plastics at our events and passed this onto the advisory board and Debbie, etc. I could do more with this... check into my 3rd quarter report coming soon!

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

This quarter I volunteered by carrying the OUSA banner and sitting on the stage at graduations. This did not go in my breakdowns.

3.4.5. Regularly check and respond to all communications

Yes.

Part Three: Attendance and involvement in OUSA and University Committees

- OUSA Standing Committee
 - Have attended all meetings this quarter except one when I was sick.
- Finance, Expenditure and Strategy Committee
 - This has only met once to my knowledge, and I was unavailable at the time. I caught up with the President afterwards.
- Policy Committee
 - I have provided feedback for all the meetings but could not attend the first one due to a clash with a compulsory tutorial.
- University of Otago Sustainability Working Group
 - Setting this up now
- IT Governance Board
 - I have received no communication about this.
- OUSA Advisory Board
 - This regularly meets when I am unavailable.
- Health and Safety committee
 - I have received no communication about this.
- Net Carbon Zero Programme committee
 - This meets tomorrow and I shall attend.

Part Four: Goals

Advocate for, and research the possibility for a Student Bar

- I still feel sad about the lack of student bars in North Dunedin. I do believe there is a solution, and I don't believe that finances are the true barrier.
- There is the possibility of the old Westpac building maybe, but if Student Health wants it, they should probably have it.
- This conversation has gone on the back burner since the university's announcements have come out. I feel that with the university's financial situation now we will not be able to push this to them, I am hoping maybe someone external could step in and run a bar (haha, anyone?).
- I have also found that coming into this role has highlighted my passions for political advocacy, over my passions for a student bar, but I remain committed to this due to my campaign.
- No one has approached me about the student bar issue, so I am wondering if the student community even wants it. I will make sure to put questions about this in the referendum.
- I am increasingly concerned about the restrictions to spaces for students to socialise now that uniflats has cracked down on parties.
- I am also concerned about meeting commitments to the Sophia charter. At the Sophia charter working group that I attended last year there was discussion of a Student Bar working group, I have chased this up with the President but there has not been a Sophia charter working group meeting since.
- I continue to give feedback to the new Sophia memorial that we should have a student bar.
- I heavily questioned the CEO around the closure of starters and voted against giving up the lease.

Increase Student Engagement

- AGM met quorum and the clubs rep bi election had 5 people run for it! I see this as increasing engagement is working!
- I spoke at two CELS191 lectures with the President to talk about what we do and why, and I had a couple people approach me after this! Yay!
- I am working with the President to find solutions to our social media engagement.
- Drop-in sessions have been going great! I have had positive comments on them!
- I post feedback to the drop-in sessions on Instagram when I can, I think it's important to respond to questions about why OUSA operates the way it does.
- We are trying to organise stickers!
- I ensure exec are in the critic column each week, and on the Tuesday r1 news each week.

Support the Executive

- Being a full-time uni student and an executive member is hard work. Let alone additional life admin or stresses. It's easy to forget how all-consuming uni is. I keep my approaches gentle and remain as understanding and empathetic as I have the capacity to do so. The financial updates from the uni have been rough and it has made me angry and upset at times, which I need to learn to manage better. People need support in different ways, and I am learning how to best support each exec member. Being in person this year has made things a lot easier.

Part Five: General

This quarter has been pivotal for me learning more about how my role works and settling in, I feel much more comfortable.

The AGM was a success and I look forward to chasing up the questions they submitted whether in referendums or an SGM.

See my goals in part four for more updates ☺

Looking forward to 3rd quarter!