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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 or representative 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) 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.
- d) Director of student services
 - i. This meeting was about potential funding and space for UOPISA.
 - ii. Meeting – Student Services Leaders & Friends Meeting
- e) Pacific Trust Otago
 - i. This meeting was discussing potential funding for remaining events UOPISA funding for events this year.

- f) Senate
 - i. The senate is the principal academic authority of the University and shall, subject to the powers reserved to the council by act of parliament, take such measures and act in such a manner as shall appear to it best calculated to promote the academic work of the University both in teaching and research and for the regulation and superintendence of the education of the students of the University.
- g) Academic Committees
- h) Ministry of Business, Innovation and & Employment – Talanoa Session
- i) Pacific Media Network - Interview
- j) Ministry for Pacific peoples
- k) OUSA teachers strike
- l) Humanities Otago Pacific Student Association Welcome
- m) Otago Samoan Students Association Welcome and SGM
- n) Chaired Te Rōpū Māori Special General Meeting
- o) Welcome for Dr Edmund Fehoko
- p) Kava ceremony for new Pacific staff (Dr Charles Radclyffe and Dr Edmund Fehoko)
- q) Assisted with Dr Tasileta Teevales funeral service choir
- r) Indicative Proposal for a new programme in Humanities – Pacific Islands Studies as a subject for the Humanities postgraduate qualifications
- s) Meet and greet between UOPISA x OUSA executives
- t) Meet and greet with Sela Pole-Fehoko (Pacific Engagement Advisor) regarding Pacific Library support
- u) Learner Success Plan Advisory Group
- v) Attended Otago Samoan Student Association Sa'iligamolisi
- w) Attended Otago Tongan Student Association x Humanities Otago Pacific Association Kalia night
- x) OUSA Policy committee (UOPISA VP)
- y) Attended Kava ceremony/talanoa for Dr Fanaafi Aiono-Le Tagaloa
- z) Attended Otago Tongan Student Association pō vainga
- aa) Attended Otago Tongan Student Association Devotion evening
- bb) Attended Humanities Otago Pacific Student Association Treasure Hunt
- cc) University Graduation Council Dinner
- dd) Otepoti Pasifika Support Network Meetings – Dunedin City Council
- ee) Meeting with Otago University Library team
- ff) Sports New Zealand – Tita Leaupepe
- gg) Radio one OUSA
- hh) Chief Operation Officer
- ii) Attended Otago Samoan Students Association Movie night for Samoan Language Week
- jj) Otago Polytechnic Pasifika Beat Showcase

1.2 Chair and convener of executive and general meetings

I have chaired all meetings for UOPISA executive and UOPISA's standing committee.

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

I have attended the regular Pacific Leadership Group meetings in person and in zoom.

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 had our annual TRM x UOPISA bbq that UOPISA hosted and TRM will host in second semester.

We have had our meet and greet with TRM executives where we discussed about potentially having a wine and cheese next semester. That is to be confirmed early next semester. I appreciate and value the working relationship with TRM and look forward to continuing to work alongside and supporting them and their mahi.

I also chaired TRM's SGM where they elected new executive officers.

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

- a) Tangiliima Feleti (Manager of Pacific Islands Centre).
- b) Dr Rose Richards (Acting Director of Pacific Development Office).
- c) Vacant (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) Vacant (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;

I had assisted with Anzac Service, OUSA Tertiary Open Day– BBQ, and attended AGM.

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. UOPISA and OUSA executive had a meet and greet as required under the MOU.

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 our 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. Attending workshop in the Samoan community fono facilitated by Dr Sione Vaka. Volunteered with the Dunedin Tongan Community Wellbeing Holiday Programme. Attended Community Church visits with the Otago Tongan Students Association.

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
 - Waiting on the Vice Chancellor
 - While we are waiting on the University's response, we have applied for funding from external stakeholders.
 - Discussion and meetings are now being dealt with the Academic DVC regarding funding.
 - UOPISA and acting Vice Chancellor are in the works of drafting up a MOU
2. To establish an office space for UOPISA
 - Waiting on a response from the University COO.
 - OUSA is supporting and advocating on our behalf regarding an office space.
 - Have reached out and talked with Karla Sellwood who is the space planner for the university and her and her team are in the works of finding an appropriate space for UOPISA.
3. To document UOPISA history at the Hocken repository.
 - Agreement between Hocken and UOPISA has been signed.
 - UOPISA's secretary Cam Young is collecting UOPISA data and records and submitting it to the archives.
4. To have UOPISA logo on Pacific Island student ID
 - This has been a success.
 - UOPISA's executive and standing committee have reprinted their Uni ID with UOPISA's logo.
 - All Pacific Students enrolled at the University Otago will have the logo on their ID's next year in 2024.

Part Five: General

1. Running Leadership workshop for Pacific student leaders
2. Facilitating kava ceremony for new Pacific staff
3. Assisted Pacific associations with constitutional amendments.
4. Mentoring Otago Pacific Island Commerce Student Association
5. Mentoring Otago Fijian Island Student Association

6. Mentoring Otago Biomedical Otago Pacific Island Student Association
7. Meeting with students regarding association and general issues they have.