

Emily Fau-Goodwin

Finance and Strategy Officer

2nd Quarter Report 2023

Submitted 22-06-23 10am

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 Administrative Vice-President in their duties.**

I have assisted the Administrative Vice-President by providing feedback on request for initiatives and occasionally going to the drop in sessions with students for feedback.

- 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 and contributed to all but two Executive meetings this quarter.

8.3.2 Finance and Expenditure Committee; and;

Chaired and set the agenda for the FESC meetings this quarter. During the second half of the year FESC plans to meet fortnightly.

8.3.3 Grants Panel.

I have attended 1 Grants Panel meetings this quarter, the others I was unable to attend due to work. However, a new day is being set for meetings to try and accommodate everyone's schedules.

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

The CEO are scheduled in meetings, which happened to begin with but as we moved through the quarter, I have been busier and have had infrequent meetings. As of Semester 2, we have planned to restart these and to meet fortnightly before FESC.

- 8.5 Chair meetings of the Finance and Expenditure 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 chaired all FESC meetings to date and have sometimes required last minute urgent meetings as issues have arisen, all with quorum. All times and zoom links have been provided when people cannot meet in person and additional follow up messages have been sent to members of FESC.

8.6 In conjunction with the Chief Executive Officer, formulate and implement a business strategy for the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.

A new FEC (FESC) ToR need to be developed and I have worked closely with the President, Advisory board, and CEO to build a new strategic plan. This is currently in its final stages and will be available in the next few weeks.

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. This provides an opportunity to have oversight of association spending. The CEO provides a comprehensive breakdown of projects at FESC.

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

We have just received our audited accounts back for 2023 and everything is in order and looking good.

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. So far all variances have been linked to circumstances that I have been aware of. The CEO did however conduct a full budget review at the beginning of this year to better calibrate the budget to the realities of the year. I contributed to this in reviewing and writing the executive budget for 2023.

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

I have authorized executive expenditure over the last quarter.

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

N/A, but there was a budget review, as addressed above, this quarter.

- 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 presented at executive meetings monthly by the CEO.

- 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 have attended one meeting this quarter. This addressed some buildings structures that need to be looked at, with plans drawn up.

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.**

At this stage 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, it is unclear when we will be able to do this.

- 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:**

We have more campaign surrounding voter participation and general elections in the coming months. There has been a subcommittee set up to organize OUSA's involvement. I am keen to get involved with events aimed at improving voter turnout and engaging with students around voting.

8.15.1 Encourage voter participation;

We normally work with the electoral commission to run a campaign to get students signed up and voting.

8.15.2 Local Body Elections; and;

N/A

8.15.3 National Body Elections.

This year, a subcommittee has been set up by members of the Executive to organize and run a campaign for the national body elections. They have discussed student issues we want to raise and are organizing a campaign to run on campus. Again, I am keen to get involved to raise awareness of the elections and get students more engaged.

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.

I have made myself available to all executive members to advise on or help run campaigns and initiatives.

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;

N/A

8.17.2 Residential Committee;

N/A

8.17.3 Affiliated Club Council; and;

N/A

8.17.4 Academic Committee.

N/A

8.18 Be available via cell phone at all practical times.

I have been available at all times by phone this quarter approving some invoices from out of office as well as in general being in liaison with the rest of the exec.

8.19 Perform the general duties of all Executive Officers.

Detailed in part two.

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

I have kept a track of hours worked and have worked generally less than 20 hours each week this quarter and completing work and meetings outside of office hours.

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;

I assisted throughout O-Week helping to run the exec BBQ at tent city.

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 but two executive and standing committee meetings.

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 President and various members of exec and the accounts team in relation to costs this semester.

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 been keeping up to date with the academic debates surrounding indigenous teaching and science that has been in the media over the past year. Following on from this debate, I did some further research into Māori teachings about science.

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

I took time to volunteer tidying up the peace garden. Although it did not fill the five hours, I plan to spend some more time now that semester is coming to an end and will continue to do the same work over the next semester.

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

I have responded to correspondence in a timely manner all quarter.

Part Three: Attendance and Involvement in OUSA and University Committees

OUSA Committees:

I chair the Finance and Expenditure Committee and sit on the Grants Panel and Policy Committee. The details of FESC are in the above report. Policy Committee and the Grants Panel have met this quarter and I have attended most these meetings.

University Committees:

I am a director on the Board of University Union Limited and have attended the only meeting scheduled for this quarter. I sit on the Advisory group for the Student Services Fee and not attended a meeting for this yet. I have had a few meetings with the CFO but it is unclear when a new CFO will be appointed and therefore the meetings have been more irregular than last year.

Part Four: Goals and your Progress

Work to address the OUSA budget:

This is an ongoing focus for OUSA as a whole. We would like to continue to grow financially and fund more services and events for students in the future. We have started to develop some alternative income streams and with the creation of the commercial board, we expect this to continue.

Work with satellite campuses on their issues:

This is an ongoing project taken over from the previous exec. Given the current crisis in the tertiary sector, it is more important than ever for us to look at student welfare and provide services we can to all students. In the past we have limited communication with our satellite campuses, but we intend to work more closely with them this year to see what students need.

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 made some really good steps forward so far, with the exec creating more content for marketing and also thanks to the AVP and other exec members, we had a great turnout for this year's AGM.

Increase student voter numbers:

With general elections coming up this year, a goal of mine is to get as many students registered to vote as possible. We have seen a lot of student issues that we would like addressed this year, including the underfunding to the tertiary sector. This will fuel our campaign and hopefully engage more students as it has impacted a lot of people so far already with programme and staff cuts.

Part Five: General

As a whole I think OUSA has moved forward a lot this quarter in terms of student engagement and political engagement. I have personally struggled this semester and don't feel that I have contributed as much as others. My main goal for the next quarter is to be more present and available to help with OUSA initiatives and continue the commercial and engagement side of student work.