

Emily Fau-Goodwin

Finance and Strategy Officer

3<sup>rd</sup> 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 Administrative Vice-President in their duties.**

The AVP has been doing a great job and has organised the referendum and student survey. I am always willing to help so I hope the AVP knows that I am available to help when needed!

**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;**

There have been no standing committee's this quarter.

**8.3.2 Finance, Expenditure, and Strategy Committee; and;**

Chaired and set the agenda for FESC meetings this quarter.

**8.3.3 Grants Panel.**

I attended one Grants Panel meetings this quarter as they were at a time I had alternative work commitments.

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

The CEO and I have met informally a few times to discuss budget but most discussions have been at FESC or about very specific things rather than a general catch up.

**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 chaired all FESC meetings to date. Agenda and location have been circulated by email prior to meeting. The timing around agendas has become more flexible as matters arise. The FESC plan for the year has continued to act as a guide alongside other strategic and financial priorities as they arise.

**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.**

This quarter the focus has been primarily on the budget and SLA discussions. Now that the commercial board is set up, we have been looking at implementing the strategic plan so that their actions are in line with the rest of OUSA. There has been some discussion about possible commercial ventures going forward and changing of assets to the commercial board. This includes the starters bar lease being terminated and preparing to fully move out of that building.

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

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 impacting finances at FESC and Exec meetings. Where needed, I have assisted in ensuring financial information is available to the financial controller and I have begun preparing monthly budgets for the exec to give an overview of the exec budget.

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

The annual audited accounts for 2023 have not yet been produced, but it has been agreed that a new auditing company will take over for the next audit.

**8.9 Ensure expenditure and budgeting is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.**

I closely 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 and some more recent reports are yet to be produced. Budgeting has been ongoing in the latter half of this quarter. I have been working on the Executive budget for 2024 and FESC and the wider exec has looked over and approved the organisation wide budget for next year.

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

I have authorised executive expenditure over the last quarter. Nearly all receipts and invoices have been ultimately accounted for, and where there are lost receipts, these have

been signed off after confirming the expenditure was legitimate. Nearly all of these have been in store spending for vouchers or coffee meetings with external stakeholders.

**8.10 Oversee the Executive budget setting process, ensure that all Executive Officers are familiar with the Executive Budget, expenditure process and assist them where necessary.**

I have been working on the executive budget. This has combined last year's budget with changes I think are valuable. However, with OUSA's current financial position, we have only added in additional spending where it is unavoidable to leave it out, based on spending for this year. The President also managed to tighten the budget down further noting that some vague coding lines have duplicate spending.

**8.11 Update the Executive monthly on the Executive Budget expenditure**

Monthly executive budget updates have been sent out by the financial controller, and out into an exec report by me. The executive has overall remained below budget in all areas other than additional spending of directors fees and travel.

**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 the one and only meeting this quarter and have otherwise discussed with the CEO any issues arising around UUL and its building.

**8.12.2 University Book Shop Otago Limited.**

As stated earlier, the commercial board and OUSA holdings has now been set up. UBS now falls under the jurisdiction of this board but ultimately reports back to the Exec.

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

I have not had any additional communication with the northern campuses this quarter, but the President has been in contact with some students regarding additional stationary and event queries. I think more can be discussed around the different needs that these students may have to the students on campus in Dunedin.

**8.14 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:**

There has been a valid voter campaign for the upcoming General Elections and given the nature of OUSA, there has been a lot of interaction with local MP's throughout the year.

**8.14.1 Encourage voter participation;**

Valid voter.

**8.14.2 Local Body Elections; and;**

N/A

**8.14.3 National Body Elections.**

Encouraging students to be enrolled and there will be some further campaigning throughout the beginning of October to encourage students to vote. Sharing resources to help students decide who to vote for and increasing engagement is really important. There have been many issues with underfunding for universities this year, so it's a really good time to try and make some changes.

**8.15 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 and try help run campaigns when possible alongside other commitments.

**8.16 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:**

**8.16.1 Welfare Committee;**

N/A

**8.16.2 Residential Committee;**

N/A

**8.16.3 Affiliated Club Council; and;**

N/A

**8.16.4 Academic Committee.**

N/A

**8.17 Be available via cell phone at all practical times.**

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

**8.18 Perform the general duties of all Executive Officers.**

Detailed in part two.

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

I have kept detailed track of hours worked and have worked on average under 20 hours. I have found that the role of the FSO needs to be reviewed and will put forward a proposal on this for future execs to consider. I find that I can often complete the majority of my work under the time set out for this role, which is why I feel that it is time for review.

**Part Two: General Duties of All Executive Members**

**3.1 The appointed term for all OUSA Executive Officers shall commence from the 1<sup>st</sup> of January and will terminate on the 31<sup>st</sup> of December of that same year.**

I have one quarter to go before termination and am ready to handover to the next FSO.

**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

**3.2.2 Assisting with elections and referenda where appropriate.**

We are currently running the referendum and elections for next year at the same time. I have been spending some time on the polling booth trying to engage with students and getting them to vote in both. It is really important that OUSA knows what the student needs are so that we can adjust our initiatives and services. At this stage we are well over the 1,000 count for current votes.

**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.**

The full exec attended a Student Voice Hui this quarter to engage with University staff and collectively workshop better ways to incorporate the student voice and to move forward as together as a collective. I found this workshop really insightful and I hope that this will be held again for next year's exec.

**3.4 All Executive Officer's 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 been available for contact around the executive budget and have worked with a number of executive members that have inquired about future expenditure. This has included planned expenditure for all campaigns mentioned above and the monthly exec report.

**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;**

This semester I have been to the Settlers Museum and have been enrolled in a MOAR102 paper to deepen my understanding of historical events relating to New Zealand and specifically to Dunedin itself. I have really enjoyed learning about both and I have a better understanding of how historical events are still impacting us today.

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

On a personal level I have sought to minimize my environmental impact through personal life decisions, particularly consumption decisions and increased recycling. At OUSA I have had regard to environmental factors when progressing projects and approaches to advertising and printing.

**3.4.4 Every quarter undertake five hours of voluntary service which contributes to the local community; and**

This quarter I have undertaken some volunteering through my job at New World supporting the foodbank and working with local charities linked to helping educate children on healthy eating.

**3.4.5 Regularly check and respond to all communications.**

I have kept up to date with communications making sure all issues that come to me are progressed, resolved, or delegated.

### **Part Three: Attendance and Involvement in OUSA and University Committees**

#### **OUSA Committees:**

I chair the Finance, Expenditure and Strategy Committee and sit on the Grants Panel and Policy Committee and the advisory board and have attended all meetings to date. The details of all these committees are in the above report.

**University Committees:**

I am a director on the Board of University Union Limited and have attended their meeting this quarter.

I sit on the Advisory group for the Student Services Fee and have attended their meetings and done work on this committee's behalf. We have been successful this year in getting a raise from SLA, but lower than our initial bid. This was to be expected as the whole tertiary sector is struggling.

**Part Four: Goals and your Progress**

My goals for the upcoming quarter are to tie up loose ends with this role. After having been in the FSO role for two consecutive years, there are a few items I would like to work on internally with the accounts team regarding the budget structure for next year.

Another goal of mine is make sure that I make a really strong handover document and start to work with the new FSO as soon as elections are finalised. I had a lot of questions and took me some time to find my feet within the role, which is partly why I ran for a second term. I am hoping to reduce this feeling for the next person.

In addition, I would like to work on a proposal for a restructure of the FSO role. I know that making a constitutional change will be a lengthy process but having a written formal proposal may help the process. I am very keen to get the best out of this role and I think it's not being used to its full potential.

**Part Five: General**

I am looking forward to my final quarter and what this will bring, and intend to make sure that I use the knowledge I have developed over my time at OUSA to ensure that we progress issues where needed while preparing the FSO role for the next person to take it on.

Although the budget was stressful, I really enjoyed working with Matt and Mukesh to properly understand it in its entirety. I have found this to be one of the best parts of the FSO role and I hope that I will be able to do this again in future roles.