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Administrative Vice-President
3rd Quarter Report 2023
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Part One: Duties of the Administrative Vice-President

7.1. Assist the President in their duties.

I sent one(1) support message when I saw Pres was stressed, you are WELCOME. I think the best thing I can do to support the Pres is to do my role well, so they don't have to pick up my slack. I have worked and improved on that this quarter I believe. I am always available for rants, advice, questions from Pres and same goes the other way which I really appreciate.

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

I have not been required to assume duties of Pres.

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

I filled in Presidents form asking for my personal CEO KPI priorities and also attended the meeting with Pres and CEO to discuss.

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

I do my best! I use messenger a lot to check in with people. Execies have started coming into the office a lot more so it has been easy to check in with people in person which is awesome! I love the wee exec community we have made over the year.

7.5. Be responsible for organising training of Executive Officers.

N/A

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

I review minutes when they are sent to the executive meeting to ensure standing orders are adhered to.

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.

Yes I am the chair of the Policy Committee.

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.

Strategic Plan has been set! Looks awesome!

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.

NA this quarter.

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

Minutes are produced and received by the executive. Thank you, Donna!!

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.

Pres ensures zoom availability and Donna prepares agenda. Thank you so much.

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

N/A this quarter but am able to 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 – I don't believe we were required to meet this quarter.

7.14.2. Policy Committee.

I am the Chair of Policy Committee, we meet every month.

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.

Policy Committee agenda is always circulated way too in advance lol. I like chairing it's fun and I get to make the meeting go quickly. Standing orders are adhered to.

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.

Done done and done. Doing my best to meet quorum (AGAIN) for SGM happening next week.

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 have recently ensured the website is up to date regarding our elections

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

I keep the website up to date with Policies, referenda and elections.

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

I do not meet with the ten hour positions every week. I keep up to date with all 10-hour roles casually to see where I can assist with the work that they are doing, and to provide any emotional support.

7.19. Be available via cell phone at all practical times

Yep.

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

I work more than 20 hours most weeks and I am really scared about failing uni, not graduating, not being able to go onto the next degree I want to do etc. I am really scared. But ousa going well lol.

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 assisted at the enrol to vote in general elections bbq.

3.2.2. Assisting with elections and referenda where appropriate.

I am so proud of the referenda (currently being voted on) of which I received questions, set timelines, updated the website, promoted, and wrote the pros and cons for each question (with support from question submitters). I am so excited to see the results of these questions to see which initiatives the exec should be focusing on and what students want. Am I worried about a sample bias?? NO

I have sat at the polling booth, responded to elections emails, made the elections info documents for the website and made a website page for it, attended both candidate forums, helped to make a poster with sticky notes lol, and put LOTS of posters up. We have had significant push back on how many of the roles were uncontested which hints at the need for a constitutional change regarding uncontested roles needing a higher majority of votes to go through.

Looking forward to seeing who gets voted in!

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.

NA

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 do my best. Mostly I provide emotional support to Pres and FSO about this.

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;

OUSA exec participation in club events clubs related to historically marginalised demographic groups should be more prioritised to experience/understand different elements of the student experience.

Working with Haki, Sepa, Flynn and Lesina at the DVC-A recruitment was a great opportunity to better get to know different student perspectives at Otago. I learnt about some of the areas that Pacific and Māori students need more support, such as balancing church life with study, or seeing more visual reminders that Māori culture is normal, appreciated, and welcome (statues or artwork). I learnt that a deficit model isn't particularly helpful at addressing/ improving issues arising out of inequity.

I worry that the university model was made by a western demographic for a western demographic and that because some degree of success in society relies on university, demographics not from a western background will always be somewhat disadvantaged in this structure that wasn't made by them or for them. Yeah. WE LIVE IN A SOCIETY. I just want to learn as much as possible because understanding the perspectives of marginalised groups comes before being able to advocate in the best way.

It would be good to get more involvement between UOPISA, TRM and OUSA exec. This would work to ensure TRM and UOPISA get the same opportunities to advocate for their students as OUSA does and would also help OUSA exec to experience and understand different student perspectives.

I am working on: the tikanga guidelines document, events between TRM/UOPISA/OUSA

Have done: referenda questions about more Māori and Pacific awards at blues and golds awards/ uni council seats for Māori/ Pacific students

I am organising the SGM to vote in queer representation on the OUSA exec!! Yay!!

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'm very grateful that Susty can prioritise Drop for Good this year as I am unable to with exams. I am ensuring that the MOU keeps drop/shop for good under BOTH Susty and OUSA to respect previous exec's initiatives and student's interests.

I keep up to date with environmental issues through my degree in Marine Science. The state of the climate will disproportionately impact young people so it IS a student issue. This is why I am wanting to create the OUSA Sustainability Strategic Framework. This would be a framework for the importance of lobbying on sustainability issues and how to do so. Potentially making a note of single use plastic at events as we have had some feedback on that specifically. Overall ousa is not too bad sustainability wise but a lot more sustainability related political action from the exec is necessary and hopefully the sustainability strategic framework will cover that.

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

This should not be a part of the role. We are already so stretched. Making a note to remove this.

3.4.5. Regularly check and respond to all communications

Apart from one time when I got so anxious about emails that I turned my notifications off and missed one meeting, I have all emails synced to my phone so I can easily check them multiple times a day.

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

I keep not going to FESC because I literally have nothing to contribute, I'm so sorry. Polcom going well it's just hard to get around to updating all the little things. Also finding a time when everyone is free is hard.

Part Four: Goals

Goals I am working on:

- More authentic student engagement (drop-in sessions, lecture bashing, changing the attitudes of OUSA from "they do nothing, and nobody cares" to the OPPOSITE OF THAT). I am so happy to see other execs doing these things too! Keegans memes, Emily x2 and tessa polling booth/ lecture bashing – thank you!!
- Student bar (the logistics of which is out of my hands, but I continue to pressure, stay involved, explore options, and understand the situation)
- Tikanga guidelines document outlining the tikanga protocols OUSA has, why we do them, how to do them correctly and our obligations under te Tiriti o Waitangi.
- Introducing a queer rep onto the executive to advocate for queer students and improve their experience at university (something I noted prior to joining the exec that the university really needs, thank you for the push uniQ!)
- Working with the current exec to ensure the most efficient handover as possible.
- Creating a positive environment where exec feel welcome and proud of their achievements.
- Sustainability Strategic Framework: lol check in next quarter I'm busy rn.
- More involvement between OUSA/TRM/UOPISA

Part Five: General

Writing these reports is very stressful and detracts from OUSA exec initiatives (!!!!!!!)

Anyway,

This quarter I have felt like I have come into the role FINALLY. I feel like I understand the responsibilities which allows me to confidently get more done.

I love the people at OUSA, and I really enjoy coming into work. I'm not sure if it's just because the exec are the governors, but I have felt really heard and respected in this role. This healed a lot of anxieties I had about working that I garnered from uhh ...previous workplaces. I now feel a lot more relaxed at work. The experience of being an executive member has changed my life and I only wish we had more engagement so that more students would get involved.

This quarter overall has been big. The only problem is I feel like I'm doing so much all the time, but everything takes so long to get done and I don't know what to show for it. It's disheartening but has made me appreciate decision makers in an invaluable way. I now know that even if someone in a position of authority may want the same thing as you, change is hard, especially when there is so much change you want to make.

The referenda and OUSA student survey (exec section) of which I wrote the questions for will bring us essential feedback on our engagement and further initiatives we should be prioritising.

OUSA will have good student engagement again! Things are on the up!