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Administrative Vice President

4<sup>th</sup> Quarter Report 2023

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2717 words

## **Part One: Administrative Vice President Duties**

### **7.1. Assist the President in their duties.**

I do my best!!

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

N/A this quarter

### **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.**

I regularly check in with executive members and keep a general overview of what's going on so I can support when needed.

### **7.5. Be responsible for organising training of Executive Officers.**

Advisory Board and Pres are doing an amazing job with this! Thank you.

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

We have multiple incoming / outgoing executive officers attending NZUSA Congress in Wellington this weekend. Thank you Pres for organising!

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

I do my best.

### **7.8. Be responsible for coordinating the updating of the OUSA Constitution and policies as required.**

I chair Polcom and I have made a spreadsheet of all internal policies to oversee which need reviewing soon. Polcom 7 is organised for next week. The constitution will need to be reviewed

soon to ensure uniQ have their seat as an ex-officio exec member as voted on at the Student General Meeting this quarter.

**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.**

Pres and FSO with the support of the advisory board have done an amazing job on strategic plan this year. I continue to remain oversight of OUSA's alignment with the strategic plan and I raise things with President when necessary.

**7.10. Ensure that Executive Officers and Committees operate in adherence to the Association's internal policy, and be responsible for producing and reviewing internal policy, in consultation with the Executive, staff and other relevant stakeholders.**

Please see 7.7 and 7.8.

**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.**

Feeling confused about the University Calendar part here. Committees haven't been a huge focus this year as I didn't support executive members to set them up and they fell on the wayside. There has also been lots to do with the financial crisis of the uni, the stressful general elections, and the three internal OUSA elections.

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

Yes, thank you Secretary for your help here! FESC MINUTES??????!

**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.**

Secretary mostly takes charge of this. I dropped the ball on this one whilst Secretary was away. I didn't realise how much our secretary helped the executive and I am going to take this space to thank her for everything. Executive allies are far and few between and we appreciate 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 attend all executive meetings within my capacity and contribute prolifically. We have not needed the standing committee as of yet.

#### **7.14.2. Policy Committee.**

Yes I chair the Policy Committee. There's a lot of external things going on that require OUSA focus and so Polcom hasn't had the chance to shine this year.

#### **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.**

How many times do I have to say that I chair the policy committee? We have a polcom meeting coming up next week with lots of important things on it.

#### **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.**

Well, well, well. Should I mention the AGM quorum of 105 people that supported OUSA's charitable status? Or should I mention the SGM quorum of 106 people that saw uniQ get an ex-officio seat on the OUSA executive? Now uniQ can return to community based work rather than advocacy! OR, should I mention the referenda? And how the Green party and Labour party added two new policies to their campaign regarding VSM and uni council seats? Or the Christchurch / Dunedin train conversation that picked up following support on the referenda? Incoming AVP these things are the fun parts about your job that make you feel like you're actually making a difference! We had three OUSA elections this year that ... happened. Thank you secretary for your help here.

##### **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 this quarter(?).

#### **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 added letters and submissions to the website here:

<https://www.ousa.org.nz/executive/submissions-and-letters-2023-2>. I have uploaded executive quarterly reports here: <https://www.ousa.org.nz/executive/finances>. Not sure if anyone reads these though... would be nice to do a website overhaul as I think it's looking a bit outdated, Pres was starting this at some point but there's been a lot on. I also uploaded helpful documents for elections and by-elections although these have been since taken down because the elections are finished.

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

Semester 2 2023 referendum is on the website

(<https://www.ousa.org.nz/executive/elections--referenda>) but I didn't put this up so thank you whoever did. SGM I chose not to put on the website because I put my efforts into ensuring we met quorum instead. Upon reflection it would be good to have a page dedicated to all SGM/AGM minutes and information. If I had time I would do this but it's definitely not a priority given low engagement with exec information on the website.

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

I aim for a less authoritative and trust-based approach with the 10-hour-roles. This was only after I initially met weekly and built that relationship. I'm a people pleaser, I hate telling people what to do and I don't want to add pressure or stress. For some people this has worked well, and some other exec members needed more guidance and support. Incoming AVP, it's a balance! I'm really proud of the 10 hour roles this year, it's not easy doing so much work on only 10 hours a week.

#### **7.19. Be available via cell phone at all practical times.**

Yeah, yeah, yeah, I'm here.

#### **7.20. Perform the general duties of all Executive Officers.**

Yes<3 I never shut up about my political opinions at exec meetings. I attempt to bring the exec together as a team and a community where everyone feels welcome. I do the BBQ's etc. See Part Two I guess.

#### **7.21. Where practical, work not less than twenty hours per week.**

Lol. I value this job for its flexibility alongside managing full-time student expectations, and post-covid low immune systems / frequent illnesses. Some weeks I work basically full time, some weeks I do very little. It balances out.

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

#### **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 be here. I been here.

#### **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.

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

Yes. Website updating and meeting with candidates/ responding to emails. I went to the forums too.

**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 do this to the best of my capacity. I attended and contributed to the training session we just had.

**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;**

Haven't really seen the exec budget. Haven't really spent any money either. Bought some flowers once!

**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 do my best. This quarter I read a book about a young Chinese-new Zealand girl and her struggles with identity in New Zealand. This really opened my eyes to the Chinese history of New Zealand. Living in New Zealand can be a bit strange sometimes. Because of colonization, does anyone feel like they belong?

I am trying to get a tikanga guidelines document for OUSA but I struggle with ensuring it's correct, or with being perceived as performative. I also struggle with burnout. I feel confused about my role to play in de-colonising Aotearoa whilst being Paakehaa. It's hard to avoid falling into the white savior or white guilt trap. I think the best thing we can do is step aside, give up power, understand the treaty and return autonomy to respective communities. I don't have any mana whenua connections which I am also struggling with in regards to writing the tikanga guidelines. Ideally the executive would have a marae stay at the start of the year for education and team-work bonding purposes.

I have done my best to elevate UOPISA's voice from my role whether this be organising Radio 1 interviews, critic columns or pushing for meetings with the vice-chancellor. I wish I had gone to more UOPISA events when invited.

UniQ needed a voice. We are in the process of ensuring uniQ has an ex-officio seat on the executive next year.

Covid may have been horrible but it also somewhat elevated disabled voices. I feel secure that the incoming welfare representative has experience within the National Disabled

Students' Association. Potentially in the future, ODSA will need an ex-officio seat or the Welfare Representative portfolio will need to be split between roles. I advocated for Disabilities Student Support Services when meeting with the DVC-A candidates.

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

I mean, I can't be perfect. I study marine science so I am educated on the issues. I ensured that drop for good was still able to run by communicating early that I would not be able to do this during exams. Thank you to Pres for organising so much of this. Thank you to the sustainability office in particular for your support. Thank you to all the executive members who drove trucks or assisted. Drop for good lives on successfully!

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

I'm still changing the wording of this in Polcom ;-)

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

Yeah, yeah, yeah, I'm here.

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

The AVP doesn't generally have a big involvement with external committees. I delegated many external committees to other exec members. For future AVP's who are interested in having a bigger voice on external University Committees ask the President at the start of the year!

**Part Four: Goals and your Progress**

- More authentic student engagement: On the whole this has been a success. Insta going well. I met with marketing to set clear guidelines for exec interaction, and have put this in my handover. Student survey shows engagement is on the up. Word of mouth has been key here and I'm glad I contributed to that (read Q3 if interested).
- Student Bar: I mean. I argued for this the whole year. I understand Outgoing Pres from 2022 opinion about this not being an OUSA responsibility. The only problem is that nobody else in the community is doing it. Beerfest made me sad. If you can spend that much money and effort on beerfest for adults why can we not have a student bar? Why is OUSA responsible for beerfest? If that much effort went into student initiatives and events.... a student bar would be profitable.
- Tikanga guidelines doc: This is on the agenda for polcom next week.
- Supporting exec to feel welcome and proud of their achievements: I TRY! This has been rewarding as when I needed support the exec were there for me too <3

**I would have loved to have achieved:**

- Polcom
  - Accountability policy, exec code of conduct, and exec discipline procedure completely rewritten. Wellbeing procedures need to be put in place for the executive. Less restrictions and more clear responsibilities would go a long way. Although some policies need to stay in place for potential dickheads. Why does someone always ruin things....
  - There should be one policy manual that AVP, Pres, Secretary have access to. This gets edited as a whole and updated on the website (except for when setting individual policies on notice) otherwise it's too confusing.
  - Sustainability strategic framework (just need a doc saying why the climate crisis is an issue for students, general science/ political background and how to take political action).
  - ICT policy hasn't been reviewed since 2004. This needs professional help maybe
  - Constitution needs a review
  - Regular monthly Polcom meetings.
- Clear guidelines for why the executive are not employees. As independent contractors this adds a lot of stress surrounding tax. How much percentage of tax should we pay? Do we have to pay additional taxes for our student loan? Can we put some of our pay toward our Kiwi saver? How much ACC tax do we have to independently pay? Also, Can the executive choose to take time off? Can executive members resign? Where does the executive get corporate support if not EAP? The current system is stressful for young students
- More involvement between OUSA staff and the executive, or OUSA staff and students in general. Yes there's a one year turn around which is stressful. However the turnaround exists to ensure that OUSA stays relevant. This is the nature of OUSA. Students are a fast changing body and this is how OUSA keeps up. Critic and Radio1 do well with so many students and I think the more student voice the better. If it were up to me staff wouldn't have to come in before 10, no meetings would take place before 10am or on weekends (unless emergency), we would have had a skate ramp on the union lawn and an outdoor gig elevating the local Dunedin sound. We would have funky artwork on the posters everywhere. Work **with** the students! It's more fun!
- If I knew I would make quorum I would have done so many student general meetings and passed binding things. Use this to your advantage incoming AVP.
- Referenda in sem 1. I didn't realise this was so fun and informative.
- I'm not convinced anybody reads these so if you are reading this can u send me an emoji: 02108283075.

## Part Five: General

I could write a whole book. I'm noticing that I did a lot of work and almost none of it was in my job description... whoopsies! All the best for next year xx