

Lilly Baird
Residential Representative
4th Quarter Report 2023
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1367 words

PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

17.1. Promote via publications, promotions and campaigns, an environment within the OUSA and on campus which is supportive of University of Otago student flatting culture, education, community, and Residential Colleges.

This quarter I have focused on generating new ideas and projects that Stella can implement, this has also included doing the prep work for them, so she simply has to press start. There is not much that can be said about flatting in this quarter as the primary rush of signing flats, forming groups etc is over. However, as I learnt at the start of this year the first 2-weeks of the academic year are vital for setting the tone around flatting, particularly with first years, hence I am making preparations for it now because it can be hard to do this when you have just started the role.

17.2. In conjunction with relevant Association departments, Executive Officers and committees, create educational material relevant to flatting.

I am planning on having Stella get into the Residential halls ASAP next year, hopefully alongside Student Support, but TBC, this idea is still in the works regarding details.

17.3 Be a member of appropriate internal committees of the Association, including, but not limited to:

17.3.1. Residential Committee;

No meetings held.

17.3.2. Subwarden Committee.

No meetings held.

17.7 Take direction from the Residential Committee, and by extension the Colleges Committee and Subwarden Committee, on all matters relevant to Residential Colleges, University Flats, the Locals Programme, student flatting and student locals within the University and the community.

Void.

17.8 Via, or in consultation with the Student Support Centre, maintain a good working relationship with the Campus and Collegiate Life Services of the University, sharing information and ideas with them when appropriate.

I didn't get a chance to meet Dwaine from Student Support this quarter after sage resigned, I have made it clear to both Dwaine and Stella that it is a priority to meet early next year and build that relationship. It will be interesting what kind of relationship unfolds and how their views align as there has previously been differences in opinions.

I continued to meet with Johny Nu'u every two weeks until about mid exam season as we agreed there was no longer a need, however, maintained an open line in case anything arose. I had Stella meet with Johnny so that that relationship is set for next year.

I didn't meet one-on-one with James Lindsey (Director Campus & Collegiate Life Services), but we sit on a variety of groups and boards etc, so any issues or ideas were brought up via small talk and side conversations in those meetings. He is a very busy man, so this was an ideal arrangement for the both of us.

17.9 Maintain a good working relationship with the Proctors' Office and Campus Watch bringing to them issues of students within the wider community.

I have not reached out to the Proctor or Campus Watch, there has not been a need to. I don't feel this has impacted our relationship, Quintin has a good relationship with them as they frequently meet so I feel it's best any issues go through him, although I have had no need this year.

17.10 Maintain a good working relationship with the heads and deputies of Residential Colleges and University Flats, and the head of the Locals Programme and their student representatives.

I have frequent meetings with Johnny Nu'u who provides insight on behalf of all of the college heads. I also sit in a meeting called the colleges EPT which occurs weekly, this meeting includes the heads for all the colleges allowing for contact to be made then. I will be reaching out to them in the up-and-coming weeks regarding the setup of flatting talks and 'meeting OUSA' visits in halls early next year.

17.11 Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Residential Colleges, University Flats, Locals Programme and the Otago Student Community to their attention and meeting with them on a weekly basis.

Imogen and I have a good working relationship, we talk about issues and current items via messenger. We have always been open to a meeting if we felt it necessary, but messenger has worked well because our conversations and updates tend to be sporadic and of different frequencies depending on what is going on.

7.12 Perform the general duties of all Executive Officers.

I have fulfilled this to the best of my abilities.

17.13 Where practical, work not less than ten hours per week, from January 1 until December 31

I have fulfilled this to the best of my abilities. I have had discussions with Quintin regarding the work I will be doing up until the 31st of December, this includes a lot of set-ups for Stella. I am also working on a newsletter for the Life members and Alumni.

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.

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 marquee and other activities during Summer School, Orientation and Re-Orientation; and;

Not applicable.

3.2.2 Assisting with elections and referenda where appropriate.

We held a bi-election for the 2024 academic rep, there wasn't much I could do to assist this process.

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 have attended majority of meetings unless unavailable and have made sure I have given note of my absence to any meetings. The most recent meeting was the handover workshop which I found incredibly useful.

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 have not needed to make use of the Executive Budget so far.

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 have done this to the best of my ability and always been open to learning more.

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 have sat on the Waste Management Group where we are constantly discussing current issues and changes that need to be made. I had been in contact with Property Services regarding waste minimization in the local student flatting areas, I was working with Nicole Gorman, she informed me that it had been handed over to Sophia Charter as it was heavily in their realm and OUSA is a partner of theirs.

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

I don't think I have fulfilled this requirement this quarter.

3.4.5 Regularly check and respond to all communications.

I respond to emails as soon as possible, ensuring I check them frequently. Internally we use Messenger which is checked for urgent matters.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

I am a member of the following OUSA, University, and external committees:

- OUSA Executive (I have attended all meetings)

- University Combined Colleges Project Steering Committee (I have attended all meetings)
- OUSA Residential Committee (I am the chair of the committee; no meetings have been held yet)
- OUSA Subwarden Committee (I am the chair of the committee; no meetings have been held yet)
- Library Services Committee (I don't think I have seen a meeting be scheduled since pre-uni start date.)
- Waste Management Governance Group (I have attended all but one meeting (had my wisdom teeth out so I think that's pretty fair). Meetings are being scheduled for next year, I will make sure Stella is aware of these as one I believe will be before uni starts, but during her time in the Res Rep role.)

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PART FOUR: GOALS AND YOUR PROGRESS

- First quarter report: provide a detailed outline of your goals.
- Second, Third and fourth Reports: provide progress updates.
- Fourth report additionally provide a run down on success/ achievement of your goals and what further is to be done.

My goals were pretty much achieved by Q3 – primarily getting flatting dates pushed back and increasing knowledge around flatting - so there isn't much to update on in this section. As I said earlier my focus for this quarter is to provide a handover that is as seamless as possible, I have been having Stella meet lots of people that she should maintain and continue to build relationships with. I think it was very beneficial that I was there during most of the meetings – particularly ones with property managers because it helped her understand the tone of the meetings and how to approach or what to expect from the different individuals. It also allowed me to recap all the work we have done together so they can't backtrack on their word. I am also setting up a lot of things for her to implement early next year to minimise the amount of work she is thrown into from day one.

PART FIVE: GENERAL

Any work done for OUSA which does not fall under the previous categories should fall under this section. Content goes here.

I'll keep it simple:

1. Make the role your own.
2. You are going to learn so much in this role both professionally and personally, also you will screw up, it's not that deep so try not to lose sleep over it – 82% of the time it can be fixed with an email.
3. Donna is your go-to 99% of the time, the number of connections that woman has is terrifying.
4. It's been a pleasure; I can't wait to see the direction OUSA goes in the coming years.

110 words

