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1<sup>st</sup> Quarterly Report 2024  
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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.**

Me and Emily have gotten to know each other quite well in these past few months as our roles connect in various ways. I have assured Emily that at any point, I am more than happy to take on work and she has been a big help in navigating administrative issues.

### **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;**

The Executive was in standing committee for the beginning of the year and I attended all meetings.

#### **8.3.2 Finance and Expenditure Committee; and;**

I have worked with Debbie this year to get FESC set up for the year, I have sent out emails to everyone on committee to arrange suitable times for the meetings and have a meeting with Jeff and Keegan\ later this week to discuss agenda and background information. I have read through past FESC meeting minutes to get a better grasp of issues that may arise this year as well.

#### **8.3.3 Grants Panel.**

We have our first Grants Panel meeting set up for Wednesday the 13<sup>th</sup> of March which I am very much looking forward to, in preparation I have read the background documents such as past minutes of meetings.

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

I have had the pleasure of getting to know Debbie this year, she has been extremely helpful navigating finances and explaining OUSA lineage to me. We have met a handful of times to discuss UUL and current finances. I look forward to seeing her more this year and setting up regular meetings every fortnight.

**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 am currently working on this year's workplan in anticipation of our upcoming FESC meeting. I have relayed an email out to all attendees and plan to meet with Debbie after my meeting with Jeff this Friday in order to discuss agenda, location and times that align with everyone's schedules.

**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 have been developed and is working its way towards approval shaping the committee to be more focused on strategy. Furthermore the current FEC plan represents a roadmap for more immediate adherence to the strategic plan. I have been involved in discussions about executive progress in relation to the overall strategic plan.

**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 will be approving the association's invoices, I am currently waiting on gaining access from the bank, so I am able to complete these. This offers a chance to monitor association expenditure closely. Keegan has been vital in providing up to date information about new projects in our personal meetings as to keep me informed and plan if they affect our OUSA assets.

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

We currently have Auditors in OUSA completing this for us, we hope to get the results back soon and will organize these to happen with Debbie accordingly. I will ensure it gets sent out to the student body via referendum in quarter 3.

**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 have had the opportunity to meet Matt who I have worked with closely this year in order to learn as much as I can. We oversaw the expenditure during O Week and compared that to the 2024 Executive Budget. I will continue to do this routinely in order to note variances and check spending.

**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

**8.11 Ensure that all Executive Officers are familiar with the Executive Budget, expenditure process and assist them where necessary.**

As I am just coming to speed with this process myself, I haven't yet had a sit-down meeting with executive to discuss this process. They have briefly informed however to give a comprehensive and knowledgeable briefing I have waited till I have been able to gain full understanding. I plan to send out monthly budget updates to all executive members and associates.

**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 first meeting for UUL in which it was discussed the completion of 2 projects.

**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

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

So far we have not had the opportunity to visit the satellite campuses this year but hope to later in the year. We are talking about going own to gain a better understanding of different issues faced from students on campus.

**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:**

I have recently contacted Liam in order to help work with him on any political campaigns he intends to set up. We have talked about crafting letters to relevant officials in order to inform them of the ongoing collective issues for OUSA students.

**8.15.1 Encourage voter participation;**

N/A

**8.15.2 Local Body Elections; and;**

N/A

**8.15.3 National Body Elections.**

N/A

**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 readily available to all executive members, extending my assistance and expertise in advising on and actively participating in various campaigns and initiatives. I plan to implement soon a training session in which I will offer a strategical plan that members can follow when participating in campaigns

**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 This wasn't in effect this quarter

**8.17.2 Residential Committee;**

N/A

**8.17.3 Affiliated Club Council; and;**

N/A

**8.17.4 Academic Committee.**

Throughout this quarter, I have remained in regular communication with the Academic representative, offering my assistance and support for any projects as needed.

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

I have been in constant communication with this year's executive team, we have a group chat in which we discuss business as well as a little bit of fun. I also consistently check my emails and phone in order to make sure I'm update and available to assist on pressing matters.

**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 arrived on the 16<sup>th</sup> of February but began work prior to my arrival with attending the NZUSA conference in Wellington. Since I've been down, I have worked around 10 hours per week however I plan to work more next quarter to make up my hours. I plan to work as much as possible in the coming quarters.

**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 have been involved with some of our O week events, attending and being onsite to oversee operations and look after drunk freshers. I plan to oversee any upcoming events and work with our team closely.

**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.**

Since getting down I have attended all executive meetings in order to keep updated with all members of the executive. I attended the NZUSA conference in Wellington prior to university start and have been to most training sessions that have been provided.

**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.**

Keegan, Emily, and I are currently working on the budget for this year and hope to finalize this in the coming weeks.

**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.**

Through my studies in Sociology, I have been able to learn about marginalized groups within our society and intersectionality which has been helpful in my role when working with a diverse student body. I support Emma in encouraging all demographics to participate in societies, clubs and events.

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

I have been yet to undertake any community service due to the recentness of my arrival however I plan on working with Donna and Keegan in service towards the local community by cleaning our local garden.

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

I have responded promptly to most correspondence received and plan to continue doing so.

**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 .The details of FEC are in the above report. FESC's first meeting is to be soon and the Grants Panel have met this quarter and I have attended the first meeting.

**University Committees:**

I am a director on the Board of University Union Limited and have attended their first meeting for the year this quarter. I have been appointed to the IT Governance Board for the year.

**Part Four: Goals and your Progress**

This year I plan to work towards a few things but mostly to better engagement with our student body. Next quarter I plan to research, more into other organisations and universities to learn about strategies that are successful in increasing engagement and efficiency within OUSA. I will create a work plan for this year which will help with engagement and provide a range of ideas to implement for OUSA. In addition to this I plan to continue working on coding within OUSA. In order to make the code run smooth and efficiently, making specific codes for the budget more broad which will allow to be more efficient in logging finances. I also plan to work with Stella and the team to visit the halls and warn them about signing flats too early.

**Part Five: General**