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Administrative Vice President

1st Quarter Report 2024

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Part One: Executive Officer position Description Duties

7.1. Assist the President in their duties.

Yup!

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

Not really required, I helped with some little things when Keegan was away in Japan but she was mostly still available for important things.

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

N/A

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

I have set weekly meeting times with the 10 hours roles and are starting to regularly check in. I also sent out a form to get to know everyone and I hope everyone knows they can approach me anytime with questions or if they need help!

7.5. Be responsible for organising training of Executive Officers.

Gina and Jeff from the advisory board ran a training session, Keegan ran an informal training which I helped with in parts, and we have done committee training. They are all more qualified to do the training because they have been at OUSA longer than I have.

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

Yup, as far as I'm aware there haven't been any issues with this so far

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

The constitution has not been updated this quarter, and PolCom has had 1 meeting in which we talked about the policies we will look at for the year and we have sorted monthly meetings moving forward. I have also updated a policy on the website that was overdue from last year.

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.

Abby (FSO) has not been in the office for very long so far, so we haven't had substantive conversations because Abby is still getting everything sorted in the role. Everything seems to be tracking along well though and Abby and I will talk more about this stuff in the future!

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.

PolCom has had one meeting so far and I know the list of policies that will be reviewed this year.

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.

Yup!

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

Yup (thanks 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.

The Secretary has mostly been taking charge for this by sending out the agenda with the attached meeting time, so far attendance has been good, and everyone has been suitably advised about meeting times!

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

N/A

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;

Yup I am a member of the Standing Committee

7.14.2. Policy Committee.

Yup I am the chair of PolCom

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.

Yup, PolCom has met once and I sent out the meeting time, circulated the agenda, chaired the meeting, and took minutes. We have set meeting times for the rest of the year, provided my semester two uni timetable doesn't clash.

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.

N/A

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:

In general, I have updated the website by getting rid of old information, putting the new exec names and faces up, and adding meeting minutes.

7.17.1. Executive campaigns; and;

N/A

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

I have updated a policy from last year that needed to be uploaded, but there have not been any others to upload yet. Have updated old website information about referendum and SGM.

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

Have had weekly meetings with most of them so far that are scheduled for each week

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

Yup

7.20. Perform the general duties of all Executive Officers.

Yup

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

My average is below 20 hours for the first quarter. This is because in my first week I came in on a Friday which was a very low hours week but it was counted in the average and I had a field trip for a week that caused a couple of low hour weeks. I also note that it has been difficult to manage uni and AVP work and I will pick up more hours in the coming weeks to make up for the weeks recently that have been lower than expected.

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 started on 19th January when I came back to Dunedin, and I will work until the end of the 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 and other activities during Summer School, Orientation and Re-Orientation; and;

Yup, I did 3 or 4 bbqs during summer school, helped all 3 days of tent city with those bbqs, met some of the clubs with Emma on clubs day, and helped packing hall packs

3.2.2. Assisting with elections and referenda where appropriate.

N/A

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 everything I've been asked to be at so far

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;

Hasn't been applicable so far, Abby hasn't been in the office for long (and I have not needed to spend any OUSA money yet so no proposals)

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 attended a Te Tiriti o Waitangi workshop with Donna and learned a lot of information I didn't know before. I also attended the Kai Māori Festival with a couple other exec members. I intend to do more in this space in the next quarter as I acknowledge I can always do better.

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 volunteered at Shop for Good and am attending the Net Zero Carbon meeting coming up next week. I have also met with Phoebe from the sustainability office to have a chat and I will focus more on sustainability initiatives later in the year. I study marine science so I am often keeping up to date with local and national environmental issues.

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

I volunteered to put together the hall packs and helped at Shop for Good.

3.4.5. Regularly check and respond to all communications.

Yup

Part Three: Attendance and involvement in OUSA and University Committees

- NZUSA (attending online meetings so far)
- Net Carbon Zero Programme Board (first meeting is next week so not in this quarter)
- PVC Health Science Recruitment (one off)
- Health and Safety Committee
- Environmental Sustainability Advisory Committee
- Vice Chancellor's Staff and Students Advisory Group

The last 3 have not met yet, but I am appointed onto them.

Part Four: Goals and your Progress

- Increase student engagement
 - Students often complain about issues but either don't know who to talk to or don't want to carry out the advocacy and I want to help them by making the exec more visible and available to do what we were elected for, which is help students.
 - Four exec positions were uncontested in the election last year. I hope to work to make the exec more prominent before the election so people know who we are, and work hard in election time to get more people aware and applying.
 - I am working on interactive and engaging drop-in sessions in the Link for students to directly give comments and feedback to the exec where we are easily accessible.
 - I may try to do a referendum in semester 1 to get a sense of the wants and needs of the students this year to keep in line with the initiatives that students will engage with best for me and the whole exec
- Carry on Imogen's (past AVP) work towards a student bar
 - She was very passionate about this, and I am as well so I will assist OUSA with this wherever I can.
- Assist Keegan (pres) and the exec in their roles
 - My role as AVP involves a lot of supporting, and I will ensure the exec feel like they can talk to me and ask for help when they need it, such as pointing them in the right direction of who to talk to.
- Grow the exec social media (as of handing in report, it has 186 followers)

- I want to use it for education and informing students on issues and concerns that they don't have easy access to learning about. This will hopefully increase engagement because students can understand who we are and what we help with
- It's a very useful tool and I know the exec last year were very passionate about it so I want to help continue the legacy.

Part Five: General

Loving this so far! It's been quite hectic and busy since uni started up but I'm confident I'll find the right balance as time goes on. The exec are so dedicated and driven, they're absolutely amazing and I can't wait to see what we do in the year ahead.

I did the half page that we get in the critic this week and I'm really liking how that's been going so far and I hope that it increases awareness of the exec this year. The critic is such an important tool for student engagement, and I personally love the critic myself so I hope that the exec can do some good things with them this year.

Still a few things to get up and running so far, but everything is moving in a good direction. I spend a lot of time in the bullpen, which I think is important for getting knowledge and connections. I'd encourage all the exec to spend more time there!