

Duties of Executive Officers

Category: Executive

Version 13

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1. Purpose

- 1.1. The Otago University Students' Association annually elects a governing board of Executive Officers to control the business, activities and all operations of the Association in pursuit of its objectives.
- 1.2. OUSA recognises that the general responsibilities of individual Executive Officers are set out in the Constitution and Rules of the Otago University Students' Association Incorporated ("Constitution"),
- 1.3. However, OUSA also recognises the limited descriptive value of the Constitution in guiding Executive Officers on the requirements of their positions, and so enacts this policy, to provide a detailed description of individual responsibilities as Executive Officers.
- 1.4. This policy shall act as a guide for Executive members when producing their quarterly reports.

2. Interpretation

- 2.1. In this policy, unless the context otherwise requires:
 - 2.1.1. Association means the Otago University Students' Association.
 - 2.1.2. Communications means an email, message, letter, phone call, voicemail, or any other method of communication.
 - 2.1.3. Executive Officer means a member of the OUSA Executive.
 - 2.1.4. Executive Sub-committees means committees which are created by section 35 of the Constitution.
 - 2.1.5. Liaise means to communicate in any form or manner.
 - 2.1.6. Meet means to come together for a specific purpose.
 - 2.1.7. Meeting means an occasion where two or more people come together for the purpose of discussing a predetermined topic.

3. 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.
- 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;
 - 3.2.2. Assisting with elections and referenda where appropriate.
- 3.3. It is expected that Executive Officers attend Executive meetings.
- 3.4. Where reasonable, all Executive Officers are to be available for national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.
- 3.5. All Executive officers shall:
 - 3.5.1. 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;
 - 3.5.2. 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;

- 3.5.3. Act in accordance with and uphold Te Tiriti o Waitangi while exercising their duties;
- 3.5.4. Where reasonable, attend events hosted by clubs related to historically marginalised demographic groups;
- 3.5.5. Prioritise sustainability and minimization of environmental impacts in all aspects of their role and keep up to date with environmental issues;
- 3.5.6. Every quarter undertake five hours of voluntary service which contributes to the local community; and;
- 3.5.7. Regularly check and respond to all communications.

4. Duties of the President

- 4.1. Be the official spokesperson for the Association.
- 4.2. In liaison with any appropriate affected parties, coordinate and oversee all interactions with other student associations, media organisations, the University of Otago, the Dunedin City Council, members of Parliament, the Government of New Zealand, local authorities and any other external organisations and their representatives.
- 4.3. Maintain a good working relationship with the Otago Polytechnic Students' Association (OPSA) and coordinate joint activities when relevant or practical.
- 4.4. Be the Association's official representative on relevant external boards, committees or executives, including, but not limited to:
 - 4.4.1. Council of the University of Otago (and requisite sub-committees);
 - 4.4.2. University of Otago Senate;
 - 4.4.3. New Zealand Union of Students' Association's National Council; and
 - 4.4.4. Any other national student body affiliate where applicable.
- 4.5. Hold membership and, where reasonable, attend all internal committees of the Association.
- 4.6.
- 4.7. Be given first opportunity for appointment as a director of any company where the Association holds the power to make such an appointment, excluding OUSA Holdings Ltd and its subsidiaries, if the executive chooses not to appoint an external director. This must occur in accordance with the OUSA appointments policy.
- 4.8. Chair all meetings of the OUSA Executive and ensure that the standing orders of the Executive are adhered to.
- 4.9. Ensure that an adequate level of consultation between the Executive and staff is maintained on all relevant matters of interest to the Association.
- 4.10. Where relevant matters arise, prepare verbal reports to the Executive and a written summary for the Executive, of all relevant matters of interest to the Association.
- 4.11. Report on NZUSA activity at regular OUSA Executive meetings.
- 4.12. In conjunction with the Finance and Strategy Officer and Political Representative, oversee any political campaigns undertaken by the Association actively seeking to inform the student body and general public on student issues and concerns.
- 4.13. Maintain a good working relationship with the Administrative Vice-President, Finance and Strategy Officer, Academic Representative, and Welfare and Equity Representative, meet with them weekly and, where reasonable, liaise with them on a daily basis.
- 4.14. Maintain a good working relationship with all other Executive Officers and, where reasonable, liaise with them individually on a weekly basis.
- 4.15. Maintain a good working relationship with Te Rōpū Māori Tumuaki and uphold the duties of the President as outlined in the Memorandum of Understanding between the Otago University Students' Association and Te Rōpū Māori.
- 4.16. Maintain a good working relationship with University of Otago Pacific Island Students' Association President and uphold the duties of the President as outlined in the Memorandum of Understanding between the Otago University Students' Association and University of Otago Pacific Island Students' Association.

- 4.17. Maintain a good working relationship with the Vice Chancellor and uphold the duties of the President as outlined in the Memorandum of Understanding between the Otago University Students' Association and the Vice Chancellors office.
 - 4.18. Maintain a good working relationship with the Chief Executive Officer and, where reasonable, meet with them on a weekly basis.
 - 4.19. Maintain a good working relationship with the advisory board and, where reasonable, liaise with them on a regular basis.
 - 4.20. Supervise the Chief Executive Officer on behalf of the Executive, including setting and reviewing of annual Key Performance Indicators (KPIs).
 - 4.21. Where appropriate, seek advice from the Association lawyers on legal matters relevant to the Association to do with governance.
 - 4.22. Be available via cell phone at all practical times.
 - 4.23. Perform the general duties of all Executive Officers.
 - 4.24. In the final quarter, write and submit an Annual Review as President, for the purpose of inclusion in the Annual Report.
 - 4.25. Where practical, work not less than forty hours per week.
- 5. Duties of the Te Rōpū Māori Tumuaki**
- 5.1. The Te Rōpū Māori Tumuaki shall be a voting ex-officio member of the OUSA Executive.
 - 5.2. The duties of the Te Rōpū Māori Tumuaki are outlined in the Memorandum of Understanding between the Otago University Students' Association and Te Rōpū Māori.
 - 5.3. Where practical perform the general duties of all Executive Officers.
 - 5.4. Provide a verbal report on activities of Te Rōpū Māori at each OUSA Executive meeting.
 - 5.5. Work no less than five hours per week as ex-officio members of the OUSA Executive.
- 6. Duties of the University of Otago Pacific Island Students' Association President**
- 6.1. The University of Otago Pacific Island Student Association President shall be a voting ex-officio member of the OUSA Executive.
 - 6.2. The duties of the University of Otago Pacific Island Student Association President are outlined in the Memorandum of Understanding between the Otago University Students' Association and the University of Otago Pacific Student Island Association.
 - 6.3. Where practical perform the general duties of all Executive Officers.
 - 6.4. Provide a verbal report on activities of University of Otago Pacific Island Students' Association at each OUSA Executive meeting.
 - 6.5. Work no less than five hours per week as ex-officio members of the OUSA Executive.
- 7. Duties of the Administrative Vice-President**
- 7.1. Assist the President in their duties.
 - 7.2. Assume all the powers and duties of the President in their absence.
 - 7.3. Support the President in the setting and reviewing of annual Key Performance Indicators for the Chief Executive Officer.
 - 7.4. Support the President by maintaining oversight of all Executive officers.
 - 7.5. Be responsible for organising training of Executive Officers with advice and assistance from the advisory board.
 - 7.6. Be responsible for introducing Executive Officers to OUSA staff at the beginning of the year and as necessary throughout the year.
 - 7.7. Be responsible for coordinating the updating of the OUSA Constitution and policies as required.
 - 7.8. 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.

- 7.9. Maintain a good working relationship with the advisory board and, where reasonable, liaise with them on a regular basis.
 - 7.10. Ensure that Executive Officers and Committees operate in adherence to the Association's Constitution and internal policy, and be responsible for producing and reviewing internal policy, in consultation with the Executive, staff and other relevant stakeholders.
 - 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.
 - 7.11. In conjunction with the secretary, ensure that Executive Officers and Committees produce and present meeting minutes at Executive meetings.
 - 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.
 - 7.13. Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting.
 - 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;
 - 7.14.2. Policy Committee; and;
 - 7.14.3. Finance, Expenditure, and Strategy Committee.
 - 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.
 - 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.
 - 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.
 - 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;
 - 7.17.2. Referendum, SGM's and Policies on notice; and;
 - 7.17.3. Quarterly reports.
 - 7.18. Meet weekly regularly as deemed appropriate with and oversee the functions of the Postgraduate Students', International Students', Residential, Clubs and Societies and Political Representatives.
 - 7.19. Maintain a working relationship with the Sustainability Office and act in accordance with the MOU, including but not limited to organising Executive Officer duties with relevance to Drop and Shop for Good.
 - 7.20. Liaise regularly with Critic Te Ārohi and Radio One 91FM to increase and maintain student engagement.
 - 7.21. Oversee the Executive social media and delegate access to executive member/s according to the guidelines.
 - 7.22. Where appropriate, seek advice from the Association lawyers on legal matters relevant to the Association.
 - 7.23. Oversee the creation and delivery of all members handover documents to the next years executive.
 - 7.24. Be available via cell phone at all practical times.
 - 7.25. Perform the general duties of all Executive Officers.
- Where practical, work not less than twenty hours per week.

8. Duties of the Finance and Strategy Officer

- 8.1. Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.
- 8.2. Where reasonably required, assist the Administrative Vice-President in their duties.
- 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;
 - 8.3.2. Finance, Expenditure and Strategy Committee;
 - 8.3.3. Policy Committee and;
 - 8.3.4. Grants Panel.
- 8.4. Meet regularly with the Chief Executive Officer to ensure a governance oversight of the Association finances and capital projects.
- 8.5. Chair meetings of the Finance, Expenditure and Strategy 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.
- 8.6. In conjunction with the Chief Executive Officer, maintain oversight of the Association's holdings, with a focus upon sound investment of student funds and adherence to the Association's Strategic Plan.
- 8.7. Maintain a sound understanding of the position of any of the Association's holdings, ensuring that all relevant documentation is filed as soon as is reasonable and accessible and that financial controls are understood.
- 8.8. In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an Annual Report.
- 8.9. Ensure expenditure and budgeting is in line with the Association's Strategic Plan, and advise the Executive of any significant discrepancies.
 - 8.9.1. Authorize transactions from the Association accounts relating to the Executive expenditure.
- 8.10. Oversee the Executive budget setting process.
- 8.11. Ensure that all Executive Officers are familiar with the Executive Budget, expenditure processes early in the year and assist them where necessary.
- 8.12. Update the Executive monthly on the Executive Budget expenditure.
- 8.13. May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:
 - 8.13.1. University Union Limited.
- 8.14. Assist and liaise with students and Students' Associations on University of Otago satellite campuses.
- 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:
 - 8.15.1. Encourage voter participation;
 - 8.15.2. Local Body Elections; and;
 - 8.15.3. National Body Elections.
- 8.16. 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.
- 8.17. Liaise regularly with the Chairs of all Association 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. Residential Committee;
 - 8.17.2. Affiliated Club Council; and;
 - 8.17.3. Academic Committee.
- 8.18. Be available via cell phone at all practical times.
- 8.19. Perform the general duties of all Executive Officers.
- 8.20. Where practical, work not less than twenty hours per week.

9. Duties of the Academic Representative

- 9.1. Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President and the Finance and Strategy Officer.
- 9.2. Be a member of appropriate internal committees of the OUSA, including, but not limited to:
 - 9.2.1. Standing Committee of the Executive; and;
 - 9.2.2. Academic Committee.
- 9.3. Chair monthly meetings of the Academic 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.
- 9.4. Take direction from the Academic Committee on all educational matters relevant to the Association and its members.
- 9.5. Where reasonable, ensure that different representatives of student educational issues are present on the Academic Committee.
- 9.6. Be one of the Association's representatives on:
 - 9.6.1. University of Otago Senate;
 - 9.6.2. University of Otago Board of Undergraduate Studies; and;
 - 9.6.3. Other University committees, boards, advisory groups and working parties as appointed by the Executive.
- 9.7. Where appropriate, facilitate a variety of student representation on academic related University Committees and Divisional Boards.
- 9.8. Where appropriate, brief the President on national and local tertiary sector educational issues and represent the educational interests of students on local body committees and boards.
- 9.9. Facilitate and provide feedback and consultation for academic proforma.
- 9.10. Actively inform the student body of issues relating to their education, via publications, promotions and campaigns.
- 9.11. Maintain a good working relationship with relevant Association staff, including the Class Representative Coordinator, and liaise with them on relevant educational issues as they arise.
- 9.12. Act as the Executive's representative to the Class Representative System and assist in their promotion.
- 9.13. Maintain a good working relationship with the University, particularly with:
 - 9.13.1. The Deputy Vice-Chancellor (Academic);
 - 9.13.2. The Director of Summer School;
 - 9.13.3. The Director of Academic Integrity;
 - 9.13.4. The Divisional Associate Dean Academics;
 - 9.13.5. The Director of Distance Learning; and;
 - 9.13.6. Dean of Learning and Teaching.
- 9.14. Establish a good working relationship and communication with academically orientated clubs or societies, liaising with the Clubs and Societies Representative as and where needed.
- 9.15. Maintain a good working relationship with the Postgraduate Representative, to facilitate communication and collaboration as necessary, across undergraduate and postgraduate academic matters.
- 9.16. Be available via cell phone at all practical times.
- 9.17. Perform the general duties of all Executive Officers.
- 9.18. Where practical, work not less than twenty hours per week.

10. Duties of the Welfare and Equity Representative

- 10.1. Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President, the Finance and Strategy Officer and the Academic Representative.
- 10.2. Work to address issues affecting marginalised communities of students at the University of Otago, in areas including but not limited to:

- 10.2.1. Academic issues at the University of Otago; and;
- 10.2.2. Social and welfare related issues within the University of Otago and the wider community.
- 10.3. Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 10.3.1. Standing Committee of the Executive; and;
 - 10.3.2. Residential Committee.
- 10.4. Where appropriate, brief the President on national and local tertiary sector welfare issues and representing the welfare interests of students on local body committees and boards.
- 10.5. Actively inform the student body of issues relating to their welfare, via publications, promotions and campaigns.
- 10.6. Maintain a good working relationship with relevant Association staff, including the Student Support Centre Manager, Queer Support Coordinator and Advocates.
 - 10.6.1. Meet with the Student Support Centre Manager on a regular basis, where possible and liaise with them on relevant welfare issues as they arise.
- 10.7. Maintain a good working relationship with community organisations and groups that may provide services to the benefit of student welfare.
- 10.8. Facilitate in conjunction with the relevant committee chair a variety of student representation across welfare and equity related University Committees and OUSA Sub-committees.
- 10.9. Maintain a good working relationship with the University, particularly with:
 - 10.9.1. The Director of Student Services;
 - 10.9.2. Student Health Representative;
 - 10.9.3. Disability Information Services;
 - 10.9.4. UniQ;
 - 10.9.5. Te Whare Tāwharau;
 - 10.9.6. Thursdays in Black;
 - 10.9.7. Chaplaincy Board; and;
 - 10.9.8. Any other Welfare and Equity related organisations.
- 10.10. Maintain a good working relationship with Clubs and Societies Representative to collaborate on welfare issues and opportunities regarding clubs
- 10.11. Be available via cell phone at all practical times.
- 10.12. Perform the general duties of all Executive Officers.
- 10.13. Where practical, work not less than twenty hours per week.

11. Duties of the Postgraduate Students' Representative

- 11.1. Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of postgraduate students.
- 11.2. Be one of the Association's representatives on the University of Otago Senate.
- 11.3. Be a member of appropriate committees of the Association, including, but not limited to:
 - 11.3.1. Society for Postgraduate Students; and;
 - 11.3.2. Academic Committee.
- 11.4. Chair monthly meetings of the Society for Postgraduate Students, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 11.5. Take direction from the Society for Postgraduate Students on all matters relevant to postgraduate members.
- 11.6. Be the Association's representative on the Board of Graduate Studies.
- 11.7. Maintain a good working relationship with relevant OUSA staff, ensuring that information is shared on issues of relevance to postgraduate students.
- 11.8. Facilitate a variety of student representation on postgraduate related University Committees.

- 11.9. Maintain a good working relationship with the Director of Graduate Research School and endeavour to meet with them on a regular basis.
- 11.10. Maintain links with and assist affiliated Postgraduate bodies.
- 11.11. Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to postgraduate students to their attention, and meeting on a regular basis.
- 11.12. Sit on the Society for Postgraduate Students as an ex-officio member and maintain and fulfil the terms of the Memorandum of Understanding held between the Association and the Society for Postgraduate Students.
- 11.13. Perform the general duties of all Executive Officers.
- 11.14. Where practical, work not less than ten hours per week.

12. Duties of the International Students' Representative

- 12.1. Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of cultural diversity.
- 12.2. Organise and run events of specific interest and relevance to international students.
- 12.3. Be a member of appropriate internal committees of the Association. Chair or co-chair weekly/bi-weekly meetings of the Otago International Students' Association (OISA), ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 12.4. Take direction from the Otago International Students' Association, on all matters relevant to international student members.
- 12.5. Work on issues specific to international students at the University of Otago, including, but not limited to:
 - 12.5.1. Academic issues within the University; and;
 - 12.5.2. Social and welfare related issues within the University and the wider community.
- 12.6. Maintain a good working relationship with the Association Student Support Centre Manager and Advocates so that the opportunity to share information about academic and welfare issues of relevance to international students is available.
- 12.7. Maintain a good working relationship with the International Office of the University, sharing information and ideas with them when appropriate.
- 12.8. Work in conjunction with the Finance and Strategy Officer, Clubs Development Officer and Clubs and Societies Representative to ensure the affiliation and support of international student groups.
- 12.9. Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to international students to their attention, and meeting on a regular basis.
- 12.10. Maintain a good working relationship with the Dunedin City Council
- 12.11. Sit on the New Zealand International Students' Association (NZISA) as a member and maintain and fulfil the terms of the Memorandum of Understanding held between Association and NZISA.
- 12.12. Perform the general duties of all Executive Officers.
- 12.13. Where practical, work not less than ten hours per week.

13. Duties of the Political Representative

- 13.1. Write a variety of submissions on behalf of the Association, including, but not limited to:
 - 13.1.1. Student Related Local and national government documents:
 - 13.1.1.1. Parliamentary bills;
 - 13.1.1.2. Government projects/proposals;
 - 13.1.1.3. Referenda;
 - 13.1.1.4. Dunedin City Council Annual Plan; and;
 - 13.1.1.5. Otago Regional Council Annual Plan;

- 13.1.1.6. Otago Regional Council projects/proposals; and;
- 13.1.1.7. University of Otago reports, reviews, and consultative documents.
- 13.2. Submissions outlined in 13.1 must be:
 - 13.2.1. Well researched, written in a clear and concise manner, and address the submission from the perspective representative of students;
 - 13.2.2. Written, where relevant, in conjunction with the Executive Officer whose role relates to the topic of the submission;
 - 13.2.3. Written, where relevant, with input from Executive sub-committees which relate to the topic of the submission;
 - 13.2.4. Approved by the Executive before the submission is submitted; and;
 - 13.2.5. Relevant to the strategic plan.
 - 13.2.6. Written in conjunction with NZUSA, where relevant and appropriate.
- 13.3. Be a member of appropriate internal committees of the Association, including, but not limited to;
 - 13.3.1. Submissions Committee.
- 13.4. Where relevant, assist other Otago student groups and members of the Association in writing submissions and support the student body and Clubs and Societies in political action at the Political Representative's discretion.
- 13.5. Chair meetings of the Submissions Committee ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 13.6. Take direction from the Submissions Committee on matters of local and national government.
- 13.7. Work in conjunction with the President and the Finance and Strategy Officer to raise student issues and lobby for improved outcomes on student issues with, including, but not limited to:
 - 13.7.1. Ministers of Parliament;
 - 13.7.2. Local government officials;
 - 13.7.3. Spokespeople of national level political parties; and;
 - 13.7.4. Relevant figures at the University of Otago.
- 13.8. Hold consultative student meetings to gain feedback on submissions and to inform the Executive.
- 13.9. Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues of relevance to their attention, meeting on a regular basis.
- 13.10. In an election year coordinate politics week and election campaigns.
- 13.11. Perform the general duties of all Executive Officers.
- 13.12. Where practical, work not less than ten hours per week.

14. Duties of the Residential Representative

- 14.1. Promote via publications, promotions and campaigns, an environment within OUSA and on campus which is supportive of University of Otago student flatting culture, education, community and Residential Colleges.
- 14.2. In conjunction with relevant Association departments, Executive Officers and committees, create educational material relevant to flatting.
- 14.3. Be a member of appropriate internal committees of the Association, including, but not limited to:
 - 14.3.1. Residential Committee; and;
 - 14.3.2. Subwarden Committee.
- 14.4. Chair monthly meetings of the Residential Committee, ensuring all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 14.5. Chair meetings of the Subwarden Committee, ensuring all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 14.6. Take direction from the Residential Committee, and by extension the 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.

- 14.7. Maintain a good working relationship with the Student Support Centre Manager, meeting on a regular basis to liaise about student flatting initiatives/issues/events
- 14.8. 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.
- 14.9. Maintain a good working relationship with the Proctors' Office and Campus Watch bringing to them issues of students within the wider community.
- 14.10. 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.
- 14.11. Maintain a relationship with local landlords, Dunedin Property Investments Association, and property managers.
- 14.12. 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 on a regular basis.
- 14.13. Perform the general duties of all Executive Officers.
- 14.14. Where practical, work not less than ten hours per week.

15. Duties of the Clubs and Societies Representative

- 15.1. Promote via publications, promotions and campaigns the existence of, and encourage participation in Clubs and Societies, including writing a monthly Clubs Newsletter that goes out to all affiliated Clubs and Societies.
- 15.2. Collaborate and liaise with relevant Clubs and Societies to help participate within the Association's events and initiatives.
- 15.3. Be an ex-officio member of all affiliated Clubs and Societies.
- 15.4. Be a member of appropriate internal committees of the Association, including but not limited to:
 - 15.4.1. Grants Committee; and;
 - 15.4.2. Blues and Golds panel.
- 15.5. Attend and support the Chair at monthly meetings of the Grants Panel, ensuring that all interested Clubs and Societies and the Association members are given the opportunity to apply for Association grants.
- 15.6. Co-chair meetings of the Blues and Golds panel with the Clubs Development Officer.
- 15.7. Chair bi-annual meetings of the Affiliated Clubs Council ensuring all interested Clubs, Societies and all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
- 15.8. Maintain a good relationship with all affiliated Clubs and Societies, assisting them when required with issues pertinent to them or their members.
 - 15.8.1. Attend Annual General Meetings of Clubs and Societies, when possible and assist where needed.
- 15.9. Where reasonable, attend different Clubs and Societies meetings weekly to be a point of contact to help them with any issues they may face, and provide support where applicable.
- 15.10. Liaise and collaborate with the Recreation Manager to help create new recreation programmes as needed and demanded.
- 15.11. Maintain a good working relationship with the Clubs Development Officer, meeting with them when relevant.
- 15.12. Maintain a good working relationship with the Academic Representative and International Students' Representative and to liaise when relevant regarding Academic and International focused clubs.

- 15.13. Maintain a good working relationship with the Welfare and Equity Representative to collaborate on welfare issues and opportunities regarding clubs.
- 15.14. Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Clubs and societies students to their attention and meeting on a regular basis.
- 15.15. Provide recommendations to the Executive regarding club constitutions to lead the affiliation process.
- 15.16. Perform the general duties of all Executive Officers.
- 15.17. Where practical, work not less than ten hours per week.