

Emma Jackson

Clubs and Societies Representative

Second Quarterly Report 2024

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Part One: Executive Officer Position Description Duties

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.

I have aimed to promote clubs as much as I can. I continue to write a newsletter for clubs and societies that includes general notes from me, upcoming events, photos from recent activities, and general club news. I have rebranded the newsletter compared to how it was done by Emily Bull (the Clubs and Socs rep 2023). The rebrand includes more photos of clubs and a blurb explaining their activities. I have also been in comms with Critic to share news, events, and other updates. Many club and society exec members have expressed that they enjoy reading and seeing the newsletter.

In my last quarterly report, I mentioned starting TikTok videos for clubs to forward to the Marketing team. Near the end of the semester, I advertised a TikTok competition for clubs to send in videos. The winner, chosen by the marketing team, would receive a prize decided by Caroline and me. The competition was relatively successful, with 13 clubs sending in videos. Next quarter, I plan to upload some of these videos, provided they meet the marketing guidelines.

15.2 Collaborate and liaise with relevant Clubs and Societies to help participate within the Association's events and initiatives.

Last quarter, I made an effort to connect with people in Clubs and Societies whether it's a staff member, Club or Society member, or student. Clubs' Day and the Affiliated Clubs Council meeting were great for meeting new faces. I've also had some good chats with people from different clubs. The newsletter has been super helpful for staying in touch and keeping the communication flowing. This way, I'm always in the loop about what's going on and can help out where needed.

15.3 Be an ex-officio member of all affiliated Clubs and Societies.

I am :)

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.

I am a member of both committees and have attended all meetings that have been held to date.

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.

I have attended and chaired the grants panel meeting three times now.

15.6 Co-chair meetings of the Blues and Golds panel with the Clubs Development Officer.

I co-chair with the coolest Clubs Development Officer !!

There was no Blues and Golds panel this quarter, but we have started discussions on organizing it and setting dates.

15.7 Chair a bi-annual meeting 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.

I chaired the Affiliated Clubs Council meeting on April 10th. It went well with a great turnout and high engagement. I ensured all clubs and societies were informed, the agenda was circulated, and standing orders were followed.

15.8 Maintain a good relationship with all affiliated Clubs and Societies, assisting them when required with issues pertinent to them or their members.

I've kept up a good relationship with all the clubs and societies. I answer emails about reaffiliation, constitution changes, and membership fees, and I also respond to queries sent through the website. I try to attend different club events to stay engaged and show support. Whether it's chatting with members, helping with their issues, or just being there at events, I make sure clubs know they can count on me for any help they need. It's important that I am keeping the lines of communication open and being there for them.

15.8.1 Attend Annual General Meetings of Clubs and Societies, when possible and assist where needed.

Yas.

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.

I try to hit up different Clubs and Societies meetings each week to be there for any issues that pop up and lend a hand when needed. Whether it's showing up for SGMs or other meetings that catch my eye, I try to be there. I have also had students reach out by email for help with things like constitutions or meeting related things, and I do what I can to steer them in the right direction <3

15.10 Liaise and collaborate with the Recreation Manager to help create new recreation programmes as needed and demanded.

I have been in Comms with Shannon and aim to focus on this more next quarter.

15.11 Maintain a good working relationship with the Clubs Development Officer, meeting with them when relevant.

I keep in close comms with the lovely Caroline and often see her once a week. She has been a great help this semester and awesome to work with.

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.

We have wholesome chats and keep in touch regularly.

This semester, I spoke to Buki several times to hear about the progress of the International Student Association and offer my support wherever I can.

Stella and I have been discussing ways I can assist with the Lecture Recording Policy and how to boost engagement with clubs on this topic.

15.13. Maintain a good working relationship with the Welfare and Equity Representative to collaborate on welfare issues and opportunities regarding clubs.

I absolutely love working with Tara and we regularly go to Precinct for a catch-up or debrief of what we do in OUSA. We have been discussing ideas on how we can ensure first year students know about Clubs and Societies services and Clubs for when they flat for next year. I will be working with her closely in the third quarter.

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 with them on a weekly basis.

Love my chats with Emily. We had fortnightly check-ups this semester and she has been so helpful this quarter.

15.15 Provide recommendations to the Executive regarding club constitutions to lead the affiliation process.

Yas, I tend to do some outside research to help me understand the club or society's constitutions a bit better and I love affiliating new clubs! I love my role!

15.16 Perform the general duties of all Executive Officers.

Yep :)

15.17 Where practical, work not less than ten hours per week.

I have slightly just met my hours; however, I did prioritize my studies, my part-time job, and tennis in the last two weeks and felt quite burnt out. Knowing that the last two weeks will be hectic for me in the second semester, I will try and manage my time a bit better to avoid stress and the feeling of burning 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.

My term commenced on the 1st of January 2024 and terminates on the 31st December.

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.

Yes and yes. We had the referendum this quarter which I tried to promote towards clubs and ask for them to get involved.

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 as many executive meetings including meeting new departments and committees as possible whilst being the Clubs and Societies Representative.

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.

Yep

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;

I have a good relationship with Abby and I have kept up to date with the budget and have not exceeded it.

3.5.2. Educate themselves on needs and experiences relevant to historically marginalized demographic groups including intersectionality and promote and encourage all demographics to participate, where relevant, in clubs, societies, committees and OUSA events;

I have engaged with marginalized demographic groups through events they have hosted or through meeting them in person. I have tried making sure I reach out to them and promote them where I can in my role.

3.5.3. Act in accordance with and uphold Te Tiriti o Waitangi while exercising their duties.

I continue to learn the importance of Te Tiriti o Waitangi. I will try to incorporate it into my daily routine.

3.5.4. Where reasonable, attend events hosted by clubs related to historically marginalized demographic groups;

I have attended protests to show myself and OUSA support.

3.5.5. Prioritize sustainability and minimization of environmental impacts in all aspects of their role and keep up to date with environmental issues.

I actively try and be aware of what environmental impacts my role may have and continue to educate myself on current environmental issues.

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

I have undertaken at least five hours of voluntary service through my work in POLSA as one of the Social Welfare Officers and have also been involved in Red Cross volunteering this semester.

3.5.7. Regularly check and respond to all communications.

I check my email and socials daily and I am up to date with all forms of communications.

Part Three: Attendance and involvement in OUSA and University Committees

OUSA Executive: Regarding my participation in OUSA Executive duties, I have consistently attended all scheduled meetings and most trainings. I've also engaged in various executive responsibilities, including meeting with new committees like the library committee.

Furthermore, I took the opportunity to introduce myself to Grant Robertson, our new Vice-Chancellor for the University of Otago, during our OUSA lunch meeting. In addition to these commitments, I've spent time with different departments within OUSA, such as the marketing team and Critic, staying informed about current developments. I've also been involved in various

other aspects of OUSA exec, such as managing the drop-in table on Tuesdays, participating in strategy planning discussions with the OUSA Exec team, and dedicating time to the University's ANZAC Day Service.

Part Four: Goals and your Progress

Developing more resources and forms of support:

Club Workshops:

Last quarter I stated that myself and Caroline were keen to connect with external businesses that can offer insights into executive roles. Several workshops are currently open for registration for club and society members, we have organised and promoted workshops such as the HYBRID Workshop with Te Whare Tāwharau and a Leadership Workshop with Social Impact Studio.

How To: (Exec Role):

The progress with this goal is still underway. I have only completed my interview process with presidents and have drafted a easy-to-read guide on what is expected when applying for a 'Presidents' position. There has been a lack of interest of interviews with the other exec positions :(

I sent an email at the end of the semester and there seems to still be some engagement that people would love for this to be available as a resource to upcoming exec members so I will continue to do this goal next semester.

More public engagement and promotion:

I have sustained the tradition of producing a bi-weekly newsletter for clubs and societies, featuring general updates from myself, Caroline, and important reminders.

The newsletters receive a lot of engagement and forms of promotion. Many clubs and societies have scheduled a meeting with me asking if I could promote something for them.

As stated in the last quarter, my goals are primarily centred around enhancing club promotion. From my understanding, clubs have sent things to Critic that they have mentioned in their magazines, Critic has also included things I have mentioned in my newsletters <3

I have a good relationship with Amber, who works for the Marketing branch as their content creator. We have done filming this semester regarding promoting the clubs and socs building and what it has to offer among other things.

(NEW) Recreation promotions:

In the upcoming quarter, I aim to collaborate a bit more with Shannon, the Recreation Programme

Coordinator, on the exciting new recreation events she's been organizing. I plan to team up with Amber to enhance event promotion through engaging videos, ensuring they reach a wider audience of students and club members.

(NEW) Charity Match:

Over the next two quarters, I'm looking to organize a charity match aimed at boosting student engagement with OUSA. While the details are still being ironed out, my goal is to use this event to raise awareness about OUSA's role and impact on student life. Last year, during our campaign efforts, student engagement was disappointingly low, so this charity match presents an opportunity to reignite interest and involvement.

Part 5: General

Looking back on this quarter, I've really enjoyed getting into the swing of things. I've met a bunch of great people and built solid relationships with each of them. It's been awesome collaborating with such a dedicated and hardworking exec team—they've been a real inspiration. I've been busy planning some cool stuff like upcoming recreation events with Shannon and organizing a charity match to get more students involved with OUSA. Working with Amber on creating engaging videos to promote these events has been amazing too. I'm feeling good about the progress I've made on my goals and I'm looking forward to achieving even more in the next two quarters.