

Quarterly Report #3

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Finance and Strategy
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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.**

I have only been learning my core role but look to assist Emily as much as possible now that the budget has been approved by the executive.

- 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;**

N/A

- 8.3.2 Finance and Expenditure Committee; and;**

Keegan chaired FESC last month due to being brand new and the meeting being of high importance but was an active member. I will chair FESC from this month on and organise with all committee members, have discussions with Debbie beforehand and create the agenda.

- 8.3.3 Grants Panel.**

I attended the last grants panel meeting in August and will be in the upcoming final meeting.

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

I have had many interactions Debbie mainly for the budget and UUL. I intend to set up fortnightly meetings with her to get regular financial updates and ensure I am kept up to date with future projects.

- 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.**

Keegan chaired FESC in August as it was an important meeting due to the big focus being budget talks and I hadn't yet been fully caught up on the budget talks throughout the year. I will chair the next FESC meeting and will circulate the agenda beforehand. I am working with Keegan and Jeff to make changes to the workplan to

make it easier to follow as well as budget processes (It has been very challenging coming in fresh and going into tough budget talks without a full understanding of the process especially in a year where finances are tight).

- 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.**

Keegan has done this.

- 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.**

I have been approved by the bank and sign off on OUSA invoices which gives me a close look at expenditure of the total organisation. I was informed about the position of Holdings and potential changes to be made soon.

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

The annual audit was done earlier in the year. The annual report will be sent to the student body via referendum at the end of the month.

- 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 meet with Matt monthly to talk about budget variances within the exec budget.

- 8.9.1 Authorize transactions from the association accounts relating to the executive expenditure.-**

I was recently authorised onto OUSA bank accounts. I now oversee OUSA executive expenditure.

- 8.10 Oversee the budget setting process in the latter half of that calendar year.**

Keegan oversaw the budget process as it was only my second week in the job when the budget was brought to FESC in August. I have been heavily involved, especially towards the end of the process, when changes were made, making sure the exec understands changes made. I am working to help create more structured processes around the budget so the next FSO and all exec members can easily understand how it works.

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

I plan to send out regular budget updates to all exec members, so everyone has a reasonable understanding of the budget (better late than never).

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 a project and health and safety requirements

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.

I have not had any contact with satellite campus's but intend to discuss issues relating to Otago students outside of Dunedin.

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 spoken to various exec members about possible future campaigns we could run and will look further into this next quarter.

8.15.1 Encourage voter participation;

I have encouraged people I know to vote in the upcoming exec elections.

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 haven't spent much time looking at campaigns as I have been busy with the budget but will look to spend more time on exec campaigns next quarter.

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

8.17.2 Residential Committee;

N/A

8.17.3 Affiliated Club Council; and;

N/A

8.17.4 Academic Committee.

I am now a member of the academic committee and will attend the upcoming meeting as well as provide Stella assistance where needed.

8.18 Be available via cell phone at all practical times.

I'm almost always available with my phone to check emails and the exec group chat messages.

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 have worked an average of 13 hours per week since I started but will look to make up my hours next quarter with more responsibilities.

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;

N/A

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.

I have been at all executive meetings.

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.

I will look to give updates on the exec budget after I receive and complete monthly variance reports.

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.

I am committed to learn about and become more self-aware of marginalised communities and encourage the participation of all demographics.

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

I am yet to undertake any service hours and intend to do so next quarter.

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 will chair the Finance Expenditure and Strategy Committee from this month on and I sit on the Grants Panel. FESC's next meeting is to be later this month, and the Grants Panel have met this quarter since I was elected, and I attended the meeting.

University Committees:

I am a director on the Board of University Union Limited and have attended their third quarter meeting.

Part Four: Goals and your Progress

This next quarter I plan to set up a strong campaign around the standard of student housing, to be continued by the 2025 FSO. I want to work extensively with the student body and get them involved. I plan to research other universities domestically and internationally to find out ways to get the student body more involved with the OUSA. I plan to make FESC more effective and make the processes in it run smoothly to get better results.

Part Five: General
