

Amy Martin

Administrative Vice-President

First Quarter Report 2025

Submitted 17/03/2025 at 1:00pm

Part One: Executive Officer Position Description Duties

7.1. Assist the President in their duties

Yep

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

Haven't really done it, Liam passed over power once during a sausage sizzle when he had to go to a meeting, but he hasn't let power out of grasp yet

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

Have started this process, but still need to continue it?

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

I have set reoccurring meeting times with some of the 10 hour roles and am checking in with them, still need to set up meetings with everyone, sorry! I also sent out a get to know you form at the beginning of the sem!

7.5. Be responsible for organising training of Executive Officers

Liam set up training for everyone which was great! Will definitely do my best to assist with setting up any future training, however the returners definitely know more than me!

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 polices of the Association

Don't think there have been any problems with this yet?

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

PolCom has had the first meeting of the year, we had a lot to run through and have a big agenda for the rest of the year for policies to review and create! Thinking it will have to be fortnightly meetings this 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

Daniel is doing amazing work, I don't understand a lot of it but he's very good at explaining it in terms that I will understand ☺

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

Yes! Caught up with Emily and she gave me the list of policies that need to be reviewed, it's chonky but I'm sure we'll get through it

7.10.1. Ensure that the Executive Officers adhere to the committee membership requirements outline in both the Associations internal policy and the University Calendar

I think so?

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

Mostly Donna has done this but yes!

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

Mostly Donna and Liam have done this, but lovely Donna sends the Agenda to me as well as Liam to get approved

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;

I am a member

7.14.2. Policy Committee.

I am the chair, it's very exciting

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

Yep, we just had our first meeting for PolCom, I sent out the meeting time, agenda (which took a long time to figure out), chaired the meeting, delegated Daniel to take minutes, and am setting meeting times for the rest of the year, new semester timetables allowing.

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:

So far I have only added Stella's profile to the exec page because it was forgotten, but I have been taught how to edit the website and am, mostly, ready to do this!

7.17.1. Executive Campaigns; and;

N/A

7.17.2. Referendum, SGM's and Policies on notice

So far, I have only pencilled in a date for the referendum, but once confirmed I will get started on it, with Emily's help!

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

Haven't quite done weekly meetings, mostly because people haven't needed it so far, but will keep an eye on things and change from fortnightly to weekly if necessary

7.19. Be available via cell phone at all practical times

Yep!

7.20. Perform the general duties of all Executive Officers

Yep!

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

My average has been above 20 hours so far this year, but that is also because the week of training and O-week which were very big. I am working on balancing uni and OUSA better and make sure to prioritise uni where possible

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 February 10th when I came back down, 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;

Yep, I worked over 37 hours during Oweek with tent city and other Orientation activities

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

Have made it to every exec meeting, all of the training, but we haven't had any conferences or campaigns yet. Also Warrington training sesh was a great time!

3.4. All Executive Officers shall:

3.4.1. Keep up to date with the Finance and Strategy Officer's budget, bringing to the Finance and Strategy Officer any spending proposals, keeping track of their spending and ensuring they do not exceed budgeted expenditure

We had a FESC meeting which went over it, I mostly understood it but I have asked Daniel a couple of questions where I have gotten confused

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 have not had the opportunity to attend anything yet but I plan on being more involved throughout the year

3.4.3. Prioritise sustainability and minimisation of environmental impacts in all aspects of their role and keep up to date with environmental issues;

I attended a net carbon zero meeting and have met with Craig Cliff from net carbon zero and Jess from Te Oraka to discuss their plans for sustainability for students at Otago. I plan to do my best to keep up with local and environmental issues

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

I am volunteering as President for PSYCSOC, through which we are fundraising for local groups such as Life Matters (laps for life and a quiz night for fundraising), and I have reached out to Te Oraka, Te Whare Tawharau, and Hold On To Your Friends to be a volunteer for their societies.

3.4.5. Regularly check and respond to all communications

Yep! I think I'm pretty good at responding to emails and messages from people

Part Three: Attendance and involvement in OUSA and University Committees

- Net Carbon Zero Programme Board (had our first meeting on the 12th)
- Vice Chancellor Staff and Students Advisory Group (had our first meeting, I think it went really well!)
- Humanities Academic Committee (had a couple of meetings so far, slowly picking up on understanding paper proposals)
- Otago Performing Arts Fund (have received comms that a meeting is coming up but haven't met yet)
- Health and Safety Committee (haven't met for both the OUSA and the Uni one)
- FESC (had our first meeting, going well so far!)
- PolCom (chaired it!)

Part Four: Goals and your Progress

- Increase Student Engagement
 - o Having a tent at tent city and handing out free treatles and sausages meant that we had a lot of interest in our tent
 - o I'm hoping to continue to raise engagement through the Instagram such as through day in the life posts from the exec
 - o The referendum will hopefully help me to understand what students want and need from us
- Helping others
 - o Everyone has goals that they're wanting to achieve this year which I am doing my best to help (e.g., Daniel with his bar)
 - o I hope the exec feels comfortable coming to me if they need help with anything, even if I can't help them, hopefully I can point them to the right person who can help them
- Carry on Emily's goals
 - o Emily started growing the social media and I hope to continue this as I feel like it is a great way to be in contact with students and for them to see and understand what we do as an exec! (as of handing in report we have 864 followers)

Part Five: General

It's been so exciting being a part of OUSA so far, there's always something happening or someone to talk to which means I am crazy busy but also loving it! Everyone on the exec is great and is really committed to working for the students which is amazing to see and all the returners

and so welcoming. I'm still figuring out the balance between uni and OUSA but as long as I don't cry over an assignment in the bullpen again this year then I will take it as a win!

I have been spending a lot of time in the bullpen, both because it's a great study spot and because then people know where to find me. There's still a few things to get up and running this year but so far, everything is looking good, I'm excited for the year ahead!