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Administrative Vice-President

First Quarter Report 2025

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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

Once again, there hasn't been too much 'assuming' from me or 'absence' from Liam, but I am so beyond prepared to do so if there is! (but only for a limited time – please don't leave Liam)

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

I believe set? I guess review will come later?

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

Yessir, I have made sure to consistently meet with the 10 hour roles and am also constantly yapping with the 20 hour roles so I'm hoping that covers oversight

7.5. Be responsible for organising training of Executive Officers

N/A

7.6. Be responsible for organising Executive Officer attendance at national and local conferences

We had an ATSA conference (!) which Liam, Daniel, and I attended and I tried to help Liam with the organising of it

7.7. Ensure that Executive Officers and Committees operate in adherence to the Constitution and policies of Association

To the best of my ability yes

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

Big oof. So many policies.

Yes? I have had way more PolCom meetings than I thought I would need to, and we have managed to cover a large chunk of the policies that were needing to be reviewed and updated. We have also had new policies come through which have been added to our policy framework (which Donna and I are also attempting to review).

In terms of the Constitution, we have had one constitutional review committee meeting and I believe made progress but then we got into the super busy month of May and it dropped off my radar but I have big plans to get this more regular next quarter.

7.9. Work with the Finance and Strategy Officer to ensure the OUSA Executive priorities and actions align with the goals and objectives of OUSA Strategic Plan

The work Daniel does still doesn't make that much sense to me, but I take minutes during FESC so I have a sort of understanding about what is happening and it all sounds fabulous

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!!! What a wonderful committee with wonderful people. The list of policies is still very large and it feels never-ending, but fingers crossed we 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

Yep (I think?)

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

The fabulous Donna is definitely the one who does this more than me, but if she ever needs me to step up, I am ready!

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

Wonderful Donna once again is managing this and the Agenda is always beautiful.

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

Still the chair, still exciting! Slightly nerve-wracking...

7.15. Chair meetings of the Policy Committee, ensuring that all committee members are advised of meeting times, that the agenda is prepared and circulate beforehand and that the standing orders of the committee are adhered to

Being chair is so stressful, but I think I am doing ok? We have met multiple times and will continue to meet to hopefully get through the list of policies designated for this year. Will maybe need to change the meeting time with a new semester coming up to allow for new timetables, but essentially should remain the same.

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

Yep! So far we have only done a referendum and oh my goodness that took a lot of time and effort but it's done and we got the feedback from students. Looking forward to coordinate the election process in semester 2!

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 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:

Love working with both Daniel and the Marketing and Comms department! Always fun to come up with new ways to advertise things to the student body. Looking forward to trying new content on social media. I am also now a pro at uploading things and editing the Exec section of the OUSA website!

7.17.1 Executive Campaigns; and;

N/A

7.17.2. Referendum, SGM's and Policies on notice

Not to flex but I think the referendum was a success! We only faced a few hiccups, but overall the referendum happened! Loved working with Emily, Donna, Liam, and Abby (Returning Officer) to make it run smoothly.

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

Not weekly, because everyone is fairly self-sufficient, so we have met mostly fortnightly instead.

7.19. Be available via cell phone at all practical times

I am available at both practical and impractical times

7.20. Perform the general duties of all Executive Officers

Yep!

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

Yep, I believe I have been able to balance the hours better this quarter and have a more practical average – took a break from OUSA over the exam period to focus on studying for exams but will make up any hours if needed in the future.

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 am still working, and will continue to work until the 31st of 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 OUSA Tent City and other activities during Summer School, Orientation and Re-Orientation; and;

Looking forward to helping out with Re-Ori

3.2.2. Assisting with elections and referenda where appropriate

Ran the referendum and getting mentally prepared to run the election process too!

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

Made it to every exec meeting, and if we'd had more training I would've been there too! I made it to the ATSA conference which was very fun to meet the executives from other Universities and equity groups.

3.4. All Executive Officers shall:

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

Honestly, the budget stuff mostly goes straight over my head but I am working extra hard to understand it and Daniel is great at explaining in TLDR terms if needed.

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;

Still haven't had an opportunity to get more involved in this side of things but we have got a couple events pencilled in for sem 2 which I will absolutely attend, and I am always open to learning more.

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

Unfortunately I wasn't able to attend the second net carbon zero meeting due to an exam I had, however the exam was on Organisations and Sustainability so that felt like a coincidence! I am keeping up to date with local, national, and international environmental issues (loved the most recent David Attenborough documentary)

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

I am still volunteering as President for PSYSOC where we are making sure to contribute a portion of every funds we make to a local non-profit. I have also been attending volunteer workshops with Te Whare Tawharau which has been amazing to be a part of.

3.4.5 Regularly check and respond to all communications

Yes! I am very easy to get in contact with.

Part Three: Attendance and Involvement in OUSA and University Committees

- Net Carbon Zero Programme Board (really enjoy this group, unfortunately couldn't make it to the second meeting as I had an exam but am looking forward to the next one)
- Vice Chancellor Staff and Students Advisory Group (Really enjoy attending these meetings with Ibuki and Amy W, very cool to sit in the same room as Grant)
- Humanities Academic Committee (Have stepped down from this committee so that a student could take my place, but was meeting with them regularly and contributing where relevant)
- Otago Performing Arts Fund (we have had one meeting so far which was really incredible to see the talent that people are bringing to Otago)
- Health and Safety Committee (Still hasn't met?)
- FESC (still going well, I'm the minute taker but that's probably the extent of my involvement cause I don't really understand what is happening)
- PolCom (super involved! And always in attendance)

Part Four: Goals and your Progress

- Increase Student Engagement
 - o Honestly so difficult because students don't want to be engaged but I am doing my best to find new ways of approaching them and hopefully they'll become interested
 - o As of handing in this report the Instagram is at 1,101 followers which is amazing!
- Helping Others
 - o I think everyone is making progress on the goals they wanted to achieve and I am willing and available whenever they need
 - o Still hope the exec feels comfortable coming to me if they need help!
- Safe Streets
 - o Working hard on this and hopefully will be able to keep the ball rolling with it, but just need to get some more responses from people in higher places
 - o Once I have contacts within the Council I will be able to make tangible progress with this!

Part Five: General

Have been seeing a lot of OUSA green this quarter as I have spent a lot of time in the office. It's been such an incredible experience so far and have loved all of the opportunities that have come from it including meeting some incredible people. Unfortunately still haven't quite figured out the balance between uni, OUSA, and life and basing off my last report - I did cry over another assignment in Bullpen, so not a win

- but my new goal is to not cry more than twice over the same assignment, and then I can take that as a win!

Excited to see what the rest of the year has in store and to see what everyone is going to achieve!