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Clubs and Societies Representative Q2 Report

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**Part One: Executive Officer Position Description Duties**

# Promote via publications, promotions and campaigns the existence of, and encourage participation in Clubs and Societies.

In my last report, I mentioned that I put a hiatus on the newsletters pending consultation. At the Affiliated Clubs Council, the feedback I got was that no one missed them. Instead there have been three avenues of promotion that I have encouraged clubs to use: Critic bulletin, R1 breakfast show, and excitingly, Te Aka Tauira (undergrad magazine). I have seen many clubs featured in the latter which is great as it is deeper dive into the club.

We have also started regularly featuring clubs on the OUSA Clubs & Socs Instagram, and I continue to support clubs via Instagram (however this quarter I deleted Instagram off my phone for personal reasons, and so I could only use Instagram on my laptop and I couldn’t repost anything).

The global calendar is something that is still being worked on. I still need to investigate more ways that the Critic could feature clubs.

# Collaborate and liaise with relevant clubs and societies to help participate within the association’s events and initiatives.

I liaised with clubs about getting involved with some financial literacy workshops happening next week and expect to continue to be involved with this (alongside Daniel).

I have also liaised with clubs about being involved in Politics Week (again, more to be done soon).

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

Yes, I am.

* 1. **Be a member of appropriate internal committees of the Association, including but not limited to:**
		1. **Grants committee; and**
		2. **Blues and Golds panel.**

Yes, though Blues and Golds panel have not met yet.

# 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.

Yes, have attended all Grants Panel meeting so far.

# Chair meetings of the Blues and Golds panel.

This is happening in semester 2.

# 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.

Yes, I chaired the first Affiliated Clubs Council and sent out the agenda two weeks in advance. I sent emails and reminded clubs via social media. We had great attendance and engagement, and I followed the standing orders (I believe).

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

I have maintained a good relationship with all affiliated clubs and societies. I am decently active on social media and respond promptly to questions via social media and email.

I have had lots of correspondence with different clubs helping them resolve various questions and issues. I have had in-person meetings with several clubs now.

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

So far I have taken minutes at one club AGM and one club IGM, and advised on processes and procedures for others. I expect that in the next half of the year this will increase greatly as we get into AGM season.

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

I have not had any clubs reach out to me about recreation programmes yet but I am available to assist and liaise with the Recreation Manager as needed. I will consider proactively reaching out to clubs who have previously had rec programmes.

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

I have a good working relationship with Caroline with very regular emails and meetings.

# Maintain a good working relationship with the Academic Representative and International Students’ Representative and to liaise when relevant regarding Academic and International focused clubs.

I have a good working relationship with both Ibuki and Stella and am always happy to discuss anything relevant to Clubs and Societies.

# 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.

We have not had regular catch-ups this quarter but I am available for them next quarter if needed.

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

I have worked slightly under ten hours per week this quarter (9.8), but my average for the year remains above ten hours.

**Part Two: General Duties of all Exec 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 2025 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;**

Did not happen this quarter.

**3.2.2. Assisting with elections and referenda where appropriate.**

I assisted in refining the referenda questions along with the rest of the exec and I promoted it to those around me.

**3.3. It is expected that Executive Officers attend Executive meetings.**

I have attended all meetings this quarter bar one.

**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.**

No training sessions this quarter.

**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 am on the FESC Committee, although I have unfortunately had clashes with many meetings, I nevertheless read the materials and send Daniel my thoughts before the meetings.

**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;**

I organized a Te Whare Tāwharau HYBRID training for the OUSA exec. I have engaged with marginalized groups including being an active member of PILO and OALSA and will continue to work on this throughout the year.

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

I re-drafted the OUSA constitution template in conjunction with TRM to include a new Te Tiriti o Waitangi clause which isr now a mandatory part of the constitution template for all new clubs.

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

Unfortunately I have not achieved this in a meaningful way this quarter, but I hope to do more of this next quarter.

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

Yes, I still don’t use AI. However I did have to print some materials for the Affiliated Clubs Council, but I printed it 2 to a page and recycled it afterwards.

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

I volunteer for 2 hours fortnightly at the Community Law Centre.

**3.5.7. Regularly check and respond to all communications**

I check my emails and social media every day.

**Part Three: Attendance And Involvement In OUSA And University Committees**

* OUSA Executive
* FESC
* Health and Safety Committee
* Constitutional Review Committee
* Political Action Committee
* Grants Panel
* Blues and Golds Awards Panel

I have attended most scheduled meetings. I resigned from PolCom which I was part of last quarter.

**Part Four: Goals and your Progress**

# Constitution review

I finished redrafting the OUSA constitution template! I presented the final draft to the Affiliated Clubs Council and received very positive feedback. I also wrote a guide to completing the constitution template. Both are now available; a few clubs have already used the new template guide and they have told me that it was easy to work with.

I still need to finish revising the IGM/AGM templates but this should not take nearly as long.

**Promotion**

As mentioned at the start of my report, I have changed tack as to how we promote clubs – I think I could do more messaging so that clubs know that those avenues are available.

**Various policy changes/updates**

Next quarter I am going to go hard on:

* Grants policy
* Alcohol/welfare policy

**Other misc goals**

* Look into re-incorporation under the new Incorporated Societies Act 2022
* OUSA van booking calendar?

These goals have alas been put on the back burner for now.

**Part Five: General**

This quarter has been a difficult one for me for a multitude of reasons. However, I’ve achieved my biggest goal (constitution template) which I feel good about, and it has been very rewarding seeing clubs use the new template. My favourite part of the role is still helping clubs and I have really enjoyed being able to assist them in different ways, including answering questions, taking minutes for them, or getting them featured in the undergraduate zine. I’m really excited to work with various clubs and other relevant groups on the alcohol/welfare policy next quarter. I have also appreciated working with the rest of the OUSA exec on various initiatives and I look forward to what we have coming up in the second half of the year.