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Administrative Vice-President

Fourth Quarter Report 2025

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1519 words

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

No absence, so no assuming of power or duties

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

Almost finished, am still supporting

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

You guys don't need oversight xx (but yes!)

7.5. Be responsible for organising training of Executive Officers

Not really applicable but I've been helping Daniel figure out what he wants to do for training

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 policies of Association

Yep! I know the constitution and policies so well now

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

Policies will be done by the time you are all reading this! I managed to do almost all of the policies on my list, there were just a few that are wanting an external review and so am organising this in my handover for next year.

CONSTITUTION IS FINISHED!!! YIPPEE

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

Still great to hang with Daniel, he's so cool.

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

Tick tick and tick!

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

Yes?

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

Honestly more Donna than me, 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

Now this one is definitely the lovely Donna! Thank you xx

7.13. Advise the Chair of Executive meetings on any issues pertaining to Standing Orders of the meeting

Haven't had to so far, but I'm beyond ready... (also, Donna is better at this than me)

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;

Yep!

7.14.2. Policy Committee

Heck yeah!

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

Love that darn committee, it's done so well. The last meeting is on the 19th of November and it will be weird to say its done! I believe I have done well with it :)

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

Ooooo I did this! Annual General Meeting was conducted without a hitch! Got a couple of notes to pass on for next year though.

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 - I was in no way planning on re-running

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:

Still don't believe Daniel realises this is part of his job, but no stress! I have done superbly with it!

7.17.1 Executive Campaigns; and;

Not really happening?

7.17.2. Referendum, SGM's and Policies on notice

Referendum: done, SGM: done, Policies on notice: done (there's one there right now!)

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

Yep! But once again, you guys don't really need oversight :)

7.19. Be available via cell phone at all practical times

Yep! Phone is always on

7.20. Perform the general duties of all Executive Officers

Yep, always!

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

... yes ...

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.

Sounds fab! Looking forward to New Years Eve!

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;

Sad vibes, these are all done now

3.2.2. Assisting with elections and referenda where appropriate

Oh my goodness, yep all done!

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

N/A

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

I am as up to date as I can be, and I thank Daniel once again for being so onto it.

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;

Yep! I helped out with the Te Rōpu Māori and UOPISA AGMs and with TRMs SGM held the week after. I have tried to become more involved this year, but this past quarter has been difficult to get involved considering majority of it was exams!

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

Absolutely, am on the Net Carbon Zero committee, and helped with Drop4Good

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

Yep! I was still the president of Psycsoc. I also helped out with Drop4Good on all three days which I will count because I was 7 hours over for that week for my hours so...

I am also doing some voluntary admin stuff for my lifesaving club which is picking up now that the season has officially started.

3.4.5 Regularly check and respond to all communications

Of course, what else would I do with my time!

Part Three: Attendance and Involvement in OUSA and University Committees

- Net Carbon Zero Programme Board (love this board! It's been so fun!)
- Vice Chancellor Staff and Students Advisory Group (I've got one more of these and you better believe I will be joining via Zoom!)
- Otago Performing Arts Fund (had the last one of these, it was so good! Who doesn't love giving out money)
- Health and Safety Committee (definitely been ghosted by this one...)
- FESC (am attending and am involved, surely it's almost done though)
- PolCom (only one meeting left for the year! Am an active member of this committee)

Part Four: Goals and your Progress

- Increase Student Engagement
 - o I genuinely think student engagement has been increased this year, and I'm going to attribute that to my awesome social media content (not really) I don't know how to actually increase student engagement but I do know that you need to meet them right where they are and that is the hardest part. Unfortunately we don't know where they are, but also they're all in different spots. The first step is finding out what the students want from us and then figure out how to achieve that (you might just have to block out some of that "we want a bar" noise)
 - o I would've loved to have done more in this area but I'm quite proud of how much was done.
- Safe Streets
 - o I'm not entirely sure what's happening here I'm not going to lie. I had a meeting with Marketing and they said that they would organise a meeting with potential stakeholders? I am chasing them up on this but hopefully it will be organised for next year! Fingers crossed...

- Constitution and Policies
 - o This has got to be the biggest passion project ever, honestly. I can't believe how chaotic it all was, but it's done!! Woohoo! I definitely achieved this goal!

Part Five: General

Holy Moly what a year it has been. There have been some highs and some serious lows. I don't believe I will ever go into student politics let alone real politics if that's what it will be like.

I had a great last year, met some really awesome people and am going to miss a lot of OUSA. Thanks for a great time guys :)