

Part One: Executive Officer Position Description Duties

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

I have been encouraging and helping clubs promote themselves around campus and through the critic TLDR, R1 breakfast show, and clubs & socs Instagram which has been working well. Hanna from Critic told me that clubs from across the board have been engaging well with their TLDR section; emailing in with appropriate notice and being helpful. Clubs have been engaging with the clubs & socs Instagram well (tagging them, asking questions etc), and Caroline is currently collecting more club photos to do another carousel on Instagram of what clubs have been up to. We are drafting ideas for 2027 of photo events/competitions to engage clubs more in sharing photos with us.

We have a Club calendar for club events! Yay! Some clubs have been utilizing the new club calendar, though I intend to advertise this more at the Affiliated Clubs Council. The events are input by Caroline or I, based on form that clubs fill out. This process enables potential growth of health and safety procedure and the ability for us to check in with clubs, offer tips, and offer additional marketing advice or help. Very exciting!

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

Due to my concussion this quarter and the mid-year break (very quiet for clubs and societies), I found in-person events and collaborations especially challenging. Now that we approach AGM season, I hope to liaise and collaborate to ensure smooth processes across clubs!

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

Yes, I am.

15.4 Be a member of appropriate internal committees of the Association, including but not limited to:

15.4.1 Grants committee; and

Yes.

15.4.2 Blues and Golds panel.

Yes.

15.5 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, I have attended all but one of the Grants Panel meetings that have been held so far. I am working on the policy with Caroline, to make it better reflect the tacit knowledge and decision making that goes on at the panel meetings.

15.6 Chair meetings of the Blues and Golds panel.

Yes. Heaps of fun! Also currently working on the policy, to improve it and bring aspects up to date.

15.7 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.

Due to my concussion, I had to postpone the Affiliated Club Council in semester 2. It is now being held on the 24th of September, and I am excited.

Where the first meeting focused on feedback, grants, and getting to know OUSA systems, this meeting will be focused on succession/handover/continuity, an AGM how to, club membership fees, and new equipment and opportunities at OUSA. I am looking for feedback on equipment, communications, and how to better engage with clubs. Hot chips will be served, and we have \$150 worth of vouchers to try get as many clubs as we can to come along (considering the busy time of semester). Hopefully, we get a good turn out again!

15.8 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 active on social media where I can and respond promptly to questions via social media and email.

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

Q3 was quiet in terms of AGMs, though, I gave advice for a club dealing with a dispute and SGM questions. Q4 is officially AGM season, and I look forward to helping where I can! I am offering help with chairing AGMs, constitutional changes, and will prioritise making myself available during this period. I am currently cooking a comprehensive guide to AGMs for the affiliated club's council. That guide will inform a video project Caroline and I are working on to help clubs with minutes, quorum, financial reports, and what is generally expected of them (as well as how to incentivize attendance).

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

I have a good working relationship with Caroline, we meet every week have regular emails.

15.11 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 Hansini and Irfaan and am always happy to discuss anything relevant to Clubs and Societies.

15.12 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.

Kamesha and I have not met much this quarter, as I have been off work with my concussion. However, she has been very supportive and helpful.

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

My hours were 4.31 this quarter, which brought down my annual average to 8.48.

Due to my concussion, I was on medical leave from the 10th of July through to the 26th of August; in that period, I did attend Grants and Blues/Golds panels and some executive meetings (by Zoom for lower stimulus), especially meetings regarding Clubs and Societies matters and the executive position changes. I look forward to catching up on projects and hours this coming quarter, hopefully with a healthy brain!

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;

I briefly attended Clubs Day at re: Ori, but due to my concussion had to go home.

3.2.2. Assisting with elections and referenda where appropriate.

I the SGM to all clubs through email and the Instagram group chat.

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

I believe I have attended all meetings this quarter where practical considering my injury. My

concussion significantly impacted my ability to attend between July 10 and August 26.

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.

Unfortunately, the events within this category clashed with ACC concussion clinic appointments so far ☹️. I hope to attend more in the upcoming 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 read the materials that get sent through to the executive and board meetings and ask questions where relevant.

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 continue to engage Te Whare Tāwharau with an OUSA lens and advocate for survivors within clubs and broader student body. I am active within queer/LGBTQI+ spaces on campus and within the community. I will continue to work on this throughout the year and upskill myself.

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

I believe I do. I am currently working on understanding the affiliations of clubs between OUSA and TRM, aiming to see if it would be useful for TRM's student associations to also affiliate to OUSA and enable OUSA resource access more directly (than through the TRM MoU) and improved continuity between our associations.

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

Due to the concussion, I have been less able to attend events this quarter. I hope to attend more events in this coming 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 don't use AI and do not print materials.

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

I volunteer at Te Whare Tāwharau as an engagement volunteer regularly. I am over 5 hours.

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

I am on the OUSA Executive, Grants Panel, and Blues and Golds Awards Panel. I have attended most scheduled meetings, except for one due to the birth of my nephew.

Part Four: Goals and your Progress

Promotion

Yay! Informal club calendar achieved! This will be a great opportunity to gather club event information and open new pathways for OUSA to help promotion. More to see here soon!

Welfare

I met with TWT about a workshop. Still investigating where I have time, though, it seems most clubs when I asked them are satisfied with HYBRID for now. I have been working with TWT to make club specific HYBRID programs.

Some clubs reported having disputes and interpersonal issues, raising the flag about the importance of upskilling conflict management and better connecting clubs to support like student support. Unsure on how many students we recommend going to student support are following that pathway. Work to be done in this space for sure, though, potentially Q4 is a good time to reflect and make recommendations for connection student resources on this issue.

Guides

I was working on an election guide and fundraising and events guide; however, projects were paused due to the concussion. Now I am instead building resources for AGM and club continuity. Hopefully in Q4 I can come back to the other guides, otherwise, I will pass on notes for the next officer in my role.

Part Five: General

TLDR: concussions suck, but community is awesome ☺ yay!

This quarter has been really challenging due to my concussion. I am still struggling with capacity and symptoms, especially about screentime and reading (vision potentially permanently altered rip). I am grateful for Caroline, Shannon, and all the clubs and societies staff who have been supportive and accommodating for the injury. I am also grateful for the executive and their understanding (and lights off in the meeting/zoom option).

I look forward to supporting executive projects again and being back in the office. Due to my dis being extended, I will be here until late December, so I look forward to a productive last quarter and hopefully supporting successful handovers within clubs/societies and my role.

The best part of my role is meeting and working with clubs, so I am excited to get back to that soon. I miss it!! AGM season, here we come! (+ plz encourage all clubs to come along 24th of Sept!! 5pm Evison Lounge! There will be hot chip!)