

Emma Jackson

Clubs and Societies Representative

First Quarter Report 2024

Submitted 12<sup>th</sup> March 2024

Word Count: 1701

## **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.**

In the time I have been in my role, I have aimed to promote clubs as much as I can.

I have continued the previous' clubs and societies person's legacy of writing a newsletter to be sent out to clubs and societies with general notes from myself, upcoming events clubs would like promoted, photos from events that they'd like to share, and general club and societies news.

I have also been aiming to start up TikTok videos for clubs to send to me to forward to the Marketing team. For the past month I have been meeting with the marketing team to discuss this idea further.

### **15.2 Collaborate and liaise with relevant Clubs and Societies to help participate within the Association's events and initiatives.**

I have spoken to a few clubs and told them that I am here to support them and for them to feel free to reach out if they have any questions or queries. I have participated in a few club events and fundraisers and will continue to do so that I become a familiar face to all the clubs.

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

I am an ex-officio member of all affiliated Clubs and Societies.

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

**15.4.1 Grants committee; and;**

**15.4.2 Blues and Golds panel.**

I am a member of both committees and have attended all meetings that have been held to date.

**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.**

The meeting has not occurred this quarter but I have been prepping for it so I am familiar and become comfortable with the content.

**15.6 Chair meetings of the Blues and Golds panel.**

There was no Blues and Golds panel this quarter

**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.**

I have not chaired the Affiliated Clubs Council meeting this quarter but plan to do so next quarter. However, I will be sending out the fortnightly newsletter this week to all the clubs giving them a date, location, and time so they have a heads up of

when it will be. I have also been planning and preparing for this meeting, so it is organised for all exec reps that attend.

**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 have been answering a few emails regarding reaffiliation, constitution changes, and membership fees. Additionally, I try and visit different club events.

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

I have been in brief contact with Jamie and have a meeting scheduled to formally introduce myself and discuss this year's plans.

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

I have not yet attended any SGMs or AGMs during this quarter. It will be mentioned on the Newsletter that I am available to assist if need be.

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

I have a strong relationship with Caroline and often see her once a week. This quarter we have been working on creating handouts, making a plan for the

remainder of the year, supporting clubs through their issues and reaffiliating clubs.

**15.12 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 discuss anything relevant to Clubs and Societies.

**15.13 Maintain a good working relationship with the Administrative VicePresident, proactively bringing issues relevant to Clubs and societies students to their attention and meeting with them on a weekly basis.**

I have a good working relationship with Emily. I have not had a formal meeting with her this quarter but plan to meet her weekly.

**15.14 Where practical, work not less than ten hours per week. I**

have, on average, not worked less than ten hours per week.

**Part Two: General Duties of All Executive Members**

**3. The appointed term for all OUSA Executive Officers shall commence from the 1<sup>st</sup> of January and will terminate on the 31<sup>st</sup> of December of that same year.**

My term commenced on the 1st of January 2024 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;**

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

This quarter I have assisted on all days of Tent city, and worked on all of Clubs Day.

**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.**

I have attended as many executive meetings as was possible whilst being the Clubs and Societies Representative. I have also attended most of the Executive trainings.

**3.4. All Executive officers shall:**

**3.4.1. 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 have a good relationship with Abby and I have kept up to date with the budget and have not exceeded 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;**

I have engaged with marginalised demographic groups through events they have hosted or through meeting them in person. I have tried making sure I reach out to them and promote them where I can in my role.

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

I try my best with all aspects of the environment when it comes to communication and/or service. I also try to keep up to date with environmental issues.

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

I have undertaken at least five hours of voluntary service through my work in POLSA as one of the Social Welfare Officers.

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

I check my email and socials daily and I am up to date with all forms of communications.

### **Part Three: Attendance and involvement in OUSA and University Committees**

**OUSA Executive:** I have attended all meetings that have been scheduled. I have also attended most trainings and other executive duties such as the BBQ stand on Tent City. I also spent the whole time on Clubs Day trying to meet new people and making sure people are familiar with who I am so I can be a form of support for the Clubs and Societies

**Grants Panel:** I have only prepped for the Grants Panel meeting; it is scheduled to happen after this quarterly report is due.

### **Part Four: Goals and your Progress**

#### **Developing more resources and forms of support:**

##### **Club Workshops:**

The Clubs Development Officer (Caroline) and I are eager to connect with external businesses that can offer valuable insights into executive roles. Several workshops are currently open for registration for club and society members, including the HYBRID Workshop with Te Whare Tāwharau and a Leadership Workshop with Social Impact Studio. Additionally, we are in the process of organizing a workshop tailored for those aspiring to or currently holding positions as Treasurers and Social Media Marketers. This workshop is anticipated to take place in Semester two.

##### **How To: (Exec Role):**

In the upcoming year, my goal is to conduct interviews with various executive members from different clubs and societies to gain valuable insights into How to be a good (e.g Treasurer). I've already initiated interviews with presidents from four different clubs and

aim to compile a document for potential inclusion on the Clubs and Societies Website. The purpose of this effort is to offer additional guidance to incoming executive members who may be unfamiliar with the responsibilities associated with their new roles.

### **More public engagement and promotion:**

I have sustained the tradition of producing a bi-weekly newsletter for clubs and societies, featuring general updates from myself, Caroline, and important reminders. Furthermore, clubs and societies can submit information about upcoming events, which will be highlighted in the newsletter. They can also share event photos for inclusion.

This year, my goals are primarily centred around enhancing club promotion. I aim to broaden the reach of this promotion to include the Critic, given its higher engagement rate with the student population. Additionally, I've collaborated with the marketing team to brainstorm ideas for promoting clubs and societies on the OUSA Tik Tok account.

### **Part 5: General**

Since taking on this role, I have accomplished the goals I set for myself within this quarter. Given the relatively short duration, I am still in progress of familiarizing myself with the responsibilities. However, through weekly meetings with Caroline and the OUSA Exec, I am confident that I will soon have a comprehensive understanding of the role.

Engaging with club and society members during Clubs Day and participating in some of their events this quarter has been enjoyable. I am committed to establishing myself as a reliable source of support and communication. Looking ahead, my aim to achieve more in the next quarter, and I eagerly anticipate realizing my goals for the year.