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2nd Quarter Report 2024
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Part One: Executive Officer position Description Duties

7.1. Assist the President in their duties.

Madam President is perfectly capable of handling things on her own and she doesn't need me, but I would like to think I helped her throughout the quarter in some way.

7.2. Assume all the powers and duties of the President in their absence.

Has not needed to happen this quarter.

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

Keegan ran this and we had a chat about it.

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

The oversight was maintained.

7.5. Be responsible for organising training of Executive Officers with advice and assistance from the advisory board.

N/A

7.6. Be responsible for introducing Executive Officers to OUSA staff at the beginning of the year and as necessary throughout the year.

Donna has organised the exec to meet the Clubs and Socs staff, Marketing, and soon Radio One (thank you so much for sorting this Donna).

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

PolCom is going strong, the Constitution hasn't been updated but policies have, such as the Duties of an Exec policy and Executive Discipline Policy.

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

Everything is aligning with the Strategic Plan and the exec haven't been doing things that are out of its scope (even Ibukis beyblade tournament fits in with having fun).

7.9. Maintain a good working relationship with the advisory board and, where reasonable, liaise with them on a regular basis.

Gina has come to the last few PolComs and I see Jeff at the FESC meetings. They are wonderful and knowledgeable people.

7.10. Ensure that Executive Officers and Committees operate in adherence to the Association's Constitution and internal policy, and be responsible for producing and reviewing internal policy, in consultation with the Executive, staff and other relevant stakeholders.

Yup, love me some policy adherence and reviewing.

7.10.1. Ensure that the Executive Officers adhere to the committee membership requirements outlined in both the Association's internal policy and the University Calendar.

Yup

7.11. In conjunction with the secretary, ensure that Executive Officers and Committees produce and present meeting minutes at Executive meetings.

I didn't realise until the 3rd PolCom that I had to send the meeting minutes to the exec meetings but I have since been doing that and other committees have also been sending their minutes in.

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.

Donna does this, writing up the agenda and meeting minutes (everyone say thank you Donna)

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;

Yessir

7.14.2. Policy Committee; and;

I run it so yes

7.14.3. Finance, Expenditure, and Strategy Committee.

Alas, yes I am.

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

I so do love chairing PolCom meetings, and I like to think I've been good with the agendas and minutes. The meeting time was adjusted at the last minute for one meeting by half an hour (I know I know what a disgrace I have become) because of the Toitū Te Tiriti protest.

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.

I realised we could run a referendum in semester 1 to pass the financial audit and annual report and it was a lot of sorting by Donna and I to get the timings right and pull it all together but we did a great job. I got all the questions sent to me, sorted confirming the questions, sent them to the mediator, wrote the pros and cons, and tested the website. A couple bumps along the way with things but I'm very happy with it. Can't wait to do it all again next semester... (plus elections ahhh)

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.

Well I think I'm good on this front for now.

7.17. Work with the Finance and Strategy Officer and the 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:

I so do love updating the website

7.17.1. Executive campaigns;

N/A

7.17.2. Referendum, SGM's and Policies on notice;

Yup it's nice and up to date

and; 7.17.3. Quarterly reports.

Yup!

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

I've had weekly meetings with all these lovely people, and they were all changed to every second week because they don't need me they do such a great job on their own. Except Liam, I cried myself to sleep for weeks because he no showed multiple meetings. :(I'll never emotionally recover

7.19. Maintain a working relationship with the Sustainability Office and act in accordance with the MOU, including but not limited to organising Executive Officer duties with relevance to Drop and Shop for Good.

Yup! I've been attending the Net Zero Carbon meetings where they also attend, and we will be in contact about Drop for Good later in Semester 2. I'm actually quite excited to drive a van I've never driven a van before

7.20. Liaise regularly with Critic Te Ārohi and Radio One 91FM to increase and maintain student engagement.

I love Critic (except for Hugh we have ongoing beef). I see Critic people often and the exec column is going strong with the intros, but it'll probably be used to push the upcoming campaigns next semester/quarter (lecture recordings etc.) I see to Radio One less often, and I should definitely organise the exec going on their radio shows.

7.21. Oversee the Executive social media and delegate access to executive member/s according to the guidelines.

I loooove the exec instagram its like my baby. A few people have access and I've certainly been less active recently because of exams but I will get it back up and running very soon with lots of fun engaging things. Followers are slowly going up, but the Hyde ticket giveaway was a biiiig source of followers so I am very happy.

7.22. Where appropriate, seek advice from the Association lawyers on legal matters relevant to the Association.

N/A

7.23. Oversee the creation and delivery of all members handover documents to the next years executive.

N/A

7.24. Be available via cell phone at all practical times.

I am addicted to my little pocket machine, you can reach me day or night 24/7 except for when I'm on a plane or in the ocean.

7.25. Perform the general duties of all Executive Officers.

See the below, but TLDR yes I am

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

In my humble opinion exams should be an exception to this because I'm a try hard for uni and I can only focus hard on one thing at a time. In short, my average isn't 20 hours, but I'm trying to make up for the lower average from those few weeks now that exams are over (but that'll be in the next quarter). Come talk to me if you have got a problem (I say very intimidatingly).

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.

Yup I'm still appointed as far as I'm aware

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;

N/A

3.2.2. Assisting with elections and referenda where appropriate.

Oh boy did I help with the referenda

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

I would hazard a guess that I have the best attendance at weekly meetings

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.

N/A

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;

The FSO hasn't brought us a budget yet, but I have talked to accounts myself to get a copy. I haven't spent any money myself, but I hope to change this by one day buying a better couch for the bullpen for Tara and I to nap on (separately of course).

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 attended the Toitū Te Tiriti protest, and I need to do better at attending more events. I try to educate myself in the background, but it is hard to show in my role when it's so internally focused.

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

I do my best to uphold this. We have information about Te Tiriti o Waitangi on the wall in the bullpen for everyone to look at when they want.

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

This was added recently in the new re-do of the Duties of an Exec policy so I haven't had a chance to follow through on this but will do 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;

Studying Marine Science keeps me depressingly up to date about the state we're driving the environment into. Despite the Dunedin cold I walk to the office to work and I'm generally a sustainable person in life.

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

I volunteered to help at a music concert, setting up prior and car parking for simply too many hours.

3.5.7. Regularly check and respond to all communications.

I love checking and responding to my communications regularly. I think I have a pretty good response time

Part Three: Attendance and involvement in OUSA and University Committees

- NZUSA (online occasionally)
- PolCom
- FESC
- Net Zero Carbon Board
- Performing Arts Fund Committee
- Vice Chancellor SSAC
- DVC Engagement Recruitment (one off)

Part Four: Goals and your Progress

- Increase student engagement
 - A constant uphill battle, I have found. As mentioned above, the exec Instagram is going strong, and I make regular posts about relevant things to try get students interested and make funny little stories of exec things that go on. I also started the exec times which covers what the exec is getting up to on a weekly basis. Feedback from weekly drop-in sessions prompted its continuation, but weirdly it didn't pass in the referendum. I'll keep doing it anyway because I think it's a useful and easy way for students to see our efforts and directions. The biggest Instagram feat whose success I'm quite proud of was the Hyde tickets giveaway. This EXPLODED the following and I can't believe how successful it was. FUTURE AVPS DO IT AGAIN!!! Students reading this, I will do my best to organise a beerfest giveaway to try increase following some more. More instagram posts are also in the works.
 - The survey Critic ran showed that only half of students know who Keegan is, so in second semester I will endeavour to increase this because that was mind blowing. I want her stopped on the street for photos and to leave the house in a scarf and sunglasses to avoid the paps. More to come on this in the future.
 - As mentioned above somewhere, Critic is so valuable for us, and I have been learning over the last 2 quarters how to best use them to get the most out of it for student engagement. I will keep working on this for the rest of the year and try to do better. I need to organise advertising things like the referendum much better in Critic as well.
 - Also as mentioned above, I have been underusing Radio One and I will admit that. It is definitely a goal of mine to get the exec on the radio shows and get

some lovely student engagement. Sorry Radio One I promise I love you guys (especially Becca Caffyn) and I need to do better.

- The drop in tables have been going great, big big big thank you to the exec who have helped out!!! Lots of good feedback that I am collating currently to give to the departments so they can directly access the student feedback. It's engagement on a small scale where we explain to individual students what OUSA is and what the exec are, but we have to be willing to do that kind of localised effort to really start seeing a difference. They are continuing next semester with probably a time change but I will work better to advertise them to students rather than them just appearing so maybe if students have something to say that can come have a chat. The focus will likely be around pushing the upcoming campaigns, but regardless it's so good to get our faces out there.
- The referendum gave me some ideas on where to focus in the second semester with engagement, and I'll take the responses into account in the future and use them to generate more engagement with the semester 2 referendum.
- Carry on Imogen's (past AVP) work towards a student bar
 - To be honest there hasn't been much for me personally to be doing here, but for anyone reading this, know that this is not something OUSA has forgotten about and it's not a simple process. We are trying our absolute hardest!! This is a good place to thank Debbie for everything she does and her work to make student life better for everyone.
- Assist Keegan (pres) and the exec in their roles
 - Keegan is forced to talk to me a lot for long periods of time and I like to think I give her little golden nuggets very occasionally. She drives the ship and I'm just the weird one-eyed parrot on her shoulder that screams random noises. Does that count as assisting her in her role?
 - As for the rest of the exec, I think we all help each other. Many random but helpful chats happen in the bullpen, and I can't wait to have many more before the year is over. Hard to comment on whether I've assisted them in their roles, but when you guys read this, you're doing an amazing job and talk to me anytime even if it's just to talk something out while I sit there and nod, I'm a great listener :)
- Grow the exec social media
 - I already mentioned most of this above, but wow the followers are much higher! (mostly thanks to the Hyde giveaway, and hopefully it will increase in the future with a potential beerfest giveaway if I can pull that together). The follower count was 186 at the end of last quarter, and it's now up to 711!!!

Part Five: General

This quarter has been a lot of fun, so many things I could talk about. I MCed the OUSA ANZAC day service, helped with a market day, met Grant Robertson, sat on stage for a grad ceremony,

and pet so many OUSA dogs. A highlight was being on the front page of Critic with other exec members, it was honestly a dream of mine. I'm feeling a lot more settled into the role and understanding it a lot better. Next quarter should hopefully be the most productive yet!