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Administrative Vice President

3rd Quarter Report 2024

Submitted 11/09/2024

2275 words

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

**7.1. Assist the President in their duties.**

Keegan has delegated various super fun things for me to do which is good because that’s what she’s supposed to do.

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

She has not been absent so has not been necessary

**7.3. Support the President in the setting and reviewing of annual Key Performance**

**Indicators for the Chief Executive Officer.**

N/A

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

I believe I’ve helped with this, but lowkey we’re all just homies and they’re slaying.

**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.**

N/A

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

Yes, we are currently updating the constitution through the constitutional review committee (which will go to an AGM next quarter) and polices through PolCom. Gina from the advisory board is assisting with reviewing all OUSA policies and creating a policy review framework.

**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.**

Daniel and I haven’t had any discussions on anything, but nothing has really come up and he also hasn’t been in the role very long yet. The entire exec has worked on making sure the budget fit within the strategic plan.

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

I see Gina every month with PolCom so we work closely together and I see Jeff at every FESC.

**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, everyone has shown satisfactory compliance. I have been reviewing lots of internal policy.

**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.**

Yes

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

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.**

Yes, although Donna deserves all the credit here. She was away once for an exec meeting so we collabed with co-writing the minutes and her sorting the agenda and me sending it out before the meeting.

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

Yes

**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;**

Yes

**7.14.2. Policy Committee; and;**

Yes, I am the chair

**7.14.3. Finance, Expenditure, and Strategy Committee.**

Yes, and we have had so very many meetings

**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.**

PolCom is indeed something I am the chair of. The meetings are going swimmingly, and we are making lots of progress on the policy review process. I need to focus on PolCom more next quarter to make sure things get pushed through and finished by the end of the year before I disappear forever.

**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.**

We will have an SGM in the next quarter to approve the budget and the updated constitution, but there has not been much planning for that yet, and there has not been a referendum this quarter. Elections nominations are currently open, and I have been helping a lot.

* Helping create new advertising (creating the brief and working with marketing)
* The website (creating a new section with all the information and keeping it updated)
* Answering emails with questions
* Promoting on socials (posts on the exec account and getting people to make day in the lifes and joint post those with the main OUSA account and on tiktok)
* The forums (changing how they are running, sorting the venues, times, and positions, and doing the admin).

**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

**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:**

**7.17.1. Executive campaigns;**

Yup, and Stellas one stop shop is on the way to go up soon

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

Yup

**and; 7.17.3. Quarterly reports.**

Yup, second quarterly reports are up

**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.**

Yup! I mostly meet biweekly with these lovely people.

**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.**

We have a good working relationship, and drop for good is coming up at the end of the year.

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

Yes, although less regularly this quarter simply due to being too busy.

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

Yes!

**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.**

Always

**7.25. Perform the general duties of all Executive Officers.**

Yup

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

You may think there are some mental gymnastics going on here but hear me out. During the mid sem break I was away and unable to work, so it brought my average down from a fabulous 19.25 hours to 17.86 hours. Given that this quarterly report is due right after mid sem break it is horrible timing because I will make the hours up, you’ll just have to trust me until next report.

**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.**

Yes

**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 helped at a market day during Re-Ori, but otherwise not really applicable

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

No to referenda, but see 7.16 above for how I’ve assisted with elections up to this point.

**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.**

Yes yes Keegan and I went to a national student conference at Lincoln University in Christchurch at the end of July. Very informative, so very fun, very worthwhile experience.

I also stuck Critic stickers on Lincoln and Canterburys magazines.

**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 think we’re all up to date with the budget.

**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;**

Yup! I went to the kava session in August and learnt a lot and had a lot of fun. Need to do more in this space though

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

Yup!

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

I have not really had time to do this unfortunately.

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

Yup I try to do this as much as possible

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

I planted trees and touched some grass on a frosty day in early August, very fun and very rewarding.

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

Yup, lost track of my emails a little bit during break but I'm back on top of it now

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

These are the committees I am on that met in this quarter:

* Vice Chancellor Staff and Student Advisory Group
  + A couple of meetings, nothing important to note except that I get to sit next to Grant Robertson which is very cool
* Performing Arts Fund Committee
  + One meeting this quarter, the guidelines are being changed to be more streamlined and intuitive
* Polcom – Chair
  + A few meetings, continuing to look at changing the policy review process, and otherwise reviewing policies as they are needed.
* FESC
  + Quite a lot of FESC meetings this quarter to look at the budget
* Constitutional review committee – Chair
  + I think we’ve had 4 meetings and it’s moving well, just needing to do some final consultation and then sort an AGM.
* Colleges programme committee
  + One meeting, very fun

**Part Four: Goals and your Progress**

* Increase student engagement
  + Instagram is going very well; we did a giveaway for lecture recordings which wasn’t as successful as Hyde but still got us some good engagement. I think a giveaway that specifically makes people follow the account is much better than what I did this time. Also weirdly the beerfest tickets were not popular at all, and the winners all went for the supermarket vouchers and Critic halfpage first, so thats something to note for future giveaways. Ibuki and I also made a super funny video with subway surfers playing in the bottom for lecture recordings, made another Exec Times, and currently am posting day in the lifes with the main OUSA account to promote elections nominations and it’s going SO well they are reaching so many people. I wanted to post more this quarter but it takes a bit too much time.
  + Drop in table has dropped off a bit, I think I need to find a better time for the rest of the semester to make sure lots of different exec members can make it. I’m a little behind on collating the feedback as well, and I need to look into sending it to the departments.
  + I think a good quantification of the efforts everyone has made to increasing student engagement will be how many people run for exec, but Donna is rightly withholding that information until Thursday so I can’t put that in this report.
  + There will be no sem 2 referendum because we’re doing an AGM instead, so I will work to promote that next quarter once I get a date.
* Student bar
  + Same as last quarter, personally there isn’t actually much for me to be doing, but OUSA as a whole is endeavoring.
* Assist Keegan and exec in their roles
  + Love everyone, big slays. I regularly chat with everyone I’d say, and I hope that I am helping to make people’s roles a little easier. To be honest, the exec doesn’t need help because everyone is doing so well on their own. Keegan has been delegating more things to me lately though which is fab because she works too much.
* Grow the social media
  + In terms of a numbers update, we are up to 762 followers which is not a massive increase from last time, but I think it’s pretty good all things considered.

**Part Five: General**

Other random things I did

* Helped run the bbq with Liam as a last effort push for the lecture recordings survey
* Went to the Cozy Home Hui
* Met countless times about the budget
* Socialised with OPSA
* Stole the Critic couch twice
* Did a scary escape room (never again)
* Met Chlöe Swarbrick
* Helped create the TOR for the new Presidents Council
* Got a tour around the Hocken Collections
* Went to a dive club event
* So many dogs were pet

Definitely a crazy quarter and lots to reflect on and be happy about. Starting to feel constantly tired but I just need to push through these last few months of sem and keep the work standard up. I’m super excited to see who’ll be taking over my role next year and watch the whole elections process as it unfolds.

This is less wordy than my last report, sorry (or you're welcome) for that.

Until next time!!!