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Clubs and Societies Representative

Third Quarterly Report 2024

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# 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, including writing a monthly Clubs**

**Newsletter that goes out to all affiliated Clubs and Societies.**

Like in previous reports, I’ve been actively promoting clubs and will keep doing so.

The newsletter is sent out every two weeks to all affiliated clubs and societies.

Occasionally, I also send out emails to clubs for specific input or requests.

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

I haven’t collaborated with as many clubs this semester as I did in the last quarterly report. However, I’ve attended several AGMs, given that it’s AGM season for many clubs. I anticipate having more to report on this in the next quarterly update.

The newsletter continues to be an effective tool for connecting with clubs and societies.

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

Yes, yes, yes

**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.**

I’ve attended and chaired six Grants Panel meetings so far. To ensure all interested clubs and societies have the chance to apply for grants, I regularly send reminders through the clubs' Instagram chat, email all clubs, and include grant information in the newsletters.

**15.6 Co-chair meetings of the Blues and Golds panel with the Clubs Development Officer.**

Yeah yuh and it was so fun and interesting!

**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’m set to chair my second Affiliated Clubs Council meeting on Wednesday the 11th. The agenda was sent out before the mid-semester break, and am expecting a good turnout from clubs. This time, I’ll have enough time for in-person questions, though there will still be a QR code available for those who prefer to submit questions anonymously.

**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’ve kept up a good relationship with all the clubs and societies. I have assisted constitution changes, membership fees, and I also respond to queries sent through the OUSA website.

I try to attend different club events to stay engaged and show support. Whether it’s chatting with members, helping with their issues, or just being there at events, I make sure clubs know they can count on me for any help they need.

It's important that I am keeping the lines of communication open and being there for them.

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

Yep, it is AGM season this half of the semester so I will try and attend ones that I will be able to make and help out.

**15.9. Where reasonable, attend different Clubs and Societies meetings weekly to be a point of contact to help them with any issues they may face, and provide support where applicable.**

This quarter, I've had a few clubs and societies reach out for support. While I haven’t been able to attend meetings weekly, I’m always available to assist and provide guidance whenever needed. I’m here to help and offer support whenever clubs or societies reach out.

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

I have been in comms with Shannon and aim to focus on this more next quarter.

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

I keep in close comms with the lovely Caroline and often see her once a week. She has been a great help this semester and awesome to work with.

**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.**

We have wholesome chats and keep in touch regularly. Those two are in the office occasionally and we touch base with each-other on OUSA things if needed.

**15.13. Maintain a good working relationship with the Welfare and Equity**

**Representative to collaborate on welfare issues and opportunities regarding clubs.**

I really enjoy working with Tara and we regularly meet at Precinct for catch-ups and debriefs. She keeps me informed about club-related welfare issues, such as her discussions with Thursdays in Black and potential initiatives like spike-covers to prevent drink spiking.

**15.14 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.**

Love my chats with Emily. We had fortnightly check-ups this semester and she has been helpful this quarter.

**15.15 Provide recommendations to the Executive regarding club constitutions to lead the affiliation process.**

Yep, I review club and society constitutions to gain a clear understanding of their structure.

In Executive meetings, I summarize the club’s or society’s IGM, goals, and constitution and suggest any necessary adjustments to their constitution. I then collaborate with the team to discuss these recommendations and incorporate their feedback.

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

Yep :)

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

I’m just under ten hours this quarter due to balancing part-time work, competitive sports, and studies, along with dealing with some health issues. Despite this, I plan to make up for the shortfall in hours next quarter.

# 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.**

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.**

Yep and Yep. We are moving into elections and as I am not running again, I will help wherever I can and to the best of my ability.

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

I have attended as many executive meetings including meeting new departments and committees as possible whilst being the Clubs and Societies Representative.

**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.**

Yep.

**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;**

Since Danial is new to the role, I've only recently started working with him. I’ve attended two budget meetings so far and make sure to ask questions as needed to stay updated on the Executive budget.

**3.5.2. Educate themselves on needs and experiences relevant to historically marginalized 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 marginalized 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 and to the best of my ability.

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

I continue to learn the importance of Te Tiriti o Waitangi and uphold it to the best of my ability.

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

I have attended protests to show myself and OUSA support.

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

I actively try and be aware of what environmental impacts my role may have and continue to educate myself on current environmental issues.

**3.5.6. 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. This quarter, I and the other social officer organised a charity quiz night and a Politics Ball!

**3.5.7. 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:** Regarding my participation in OUSA Executive duties, I have consistently attended all scheduled meetings (I am pretty sure). I've also engaged in various executive responsibilities, including meeting with committees like the library committee. Furthermore, I've spent time with different departments within OUSA, such as the marketing team and Critic, staying informed about current developments. I've also been involved in various other aspects of OUSA exec, such as helping with the drop-in table on Tuesdays and participating in budget discussions with the OUSA Exec team.

# Part Four: Goals and your Progress

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

**Club Workshops:**

Last quarter I stated that Caroline and I wanted to have workshops for club members to attend, we had successful turnouts for the HYBRID Workshop with Te Whare Tāwharau and the Leadership Workshop with Social Impact Studio.

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

There has been a lack of interest of interviews with the other exec positions and I assume its because people are busy.

I sent an email at the start of the semester and there seems to still be some engagement that people would love for this to be available as a resource to upcoming exec members so I will continue to do this.

**More public engagement and promotion:**

I continue producing a bi-weekly newsletter for clubs and societies, featuring general updates from myself, Caroline, and other important reminders. The newsletters receive a lot of engagement and forms of promotion. Many clubs and societies have scheduled a meeting with me asking if I could promote something for them. As stated in the last quarter, my goals are primarily centred around enhancing club promotion.

Clubs continue to send things to Critic that get included in the student magazine.

Critic has also included things I have mentioned in my newsletters <3

I have a good relationship with Amber, who works for the Marketing branch as their content creator. We continue to make videos for her to use for content.

**Recreation promotions:**

Due to health issues, I haven't yet started making progress on this—eek! However, I plan to focus on it moving forward and will reach out to Amber for help with filming content. I also aim to meet with Shannon in the next few weeks.

**(NEW) Clubs and Socs Guest Policy for Clubs Day:**

After receiving feedback from clubs and societies on the last Clubs Day, I will be developing a guest policy outlining the roles and responsibilities for any clubs wishing to bring guests. This policy will be created this quarter to ensure we have a clear guideline for next year’s Clubs Day!