Daniel Leamy

Finance and Strategy Officer

4th Quarter Report

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**Duties of the Finance and Strategy Officer**

 **8.1. Assume all the powers and duties of the President in the absence of the President and the Administrative Vice-President.**

N/A

**8.2. Where reasonably required, assist the Administrative Vice-President in their duties.**

I have enjoyed working with Emily this year. It has been a relatively quiet quarter for both of us in our roles, so I haven’t assisted her significantly as AVP.

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

**8.3.1. Standing Committee of the Executive;**

I am a member of the standing committee and have attended all meetings since authority was transferred from the executive after semester two exams finished.

**8.3.2. Finance, Expenditure and Strategy Committee;**

I have chaired monthly FESC meetings this quarter.

**8.3.3. Policy Committee and;**

I am a member of the Policy Committee and have attended one meeting this quarter.

**8.3.4. Grants Panel.**

I am a member of the Grants Panel and attended the final meeting for the year in October.

**8.4. Meet regularly with the Chief Executive Officer to ensure a governance oversight of the Association finances and capital projects.**

I regularly have chats with Debbie about things that have come up this quarter and to prepare for FESC meetings. I have not set up regular fortnightly meetings with her and will do so early next year as a returner.

**8.5. Chair meetings of the Finance, Expenditure and Strategy 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 have chaired all FESC meetings this quarter and have liaised with members to find a time that best suits everyone. I have prepared and circulated agendas prior to the meetings, giving all members time to prepare and go through any readings beforehand.

**8.6. In conjunction with the Chief Executive Officer, maintain oversight of the Association’s holdings, with a focus upon sound investment of student funds and adherence to the Association’s Strategic Plan.**

I regularly talk with Debbie about the assets the OUSA owns as well as the assets controlled by the Holdings board and potential future projects.

**8.7. Maintain a sound understanding of the position of any of the Association’s holdings, ensuring that all relevant documentation is filed as soon as is reasonable and accessible and that financial controls are understood.**

I have a solid understanding of the background and use of all OUSA assets and sign all documentation as required in a timely manner. I understand the financial controls of OUSA and the necessity for them to protect the position of the association.

**8.8. In conjunction with the Chief Executive Officer, ensure that the Association produces annual audited accounts and an Annual Report.**

N/A

**8.9. Ensure expenditure and budgeting is in line with the Association’s Strategic Plan, and advise the Executive of any significant discrepancies.**

I have continued to make the exec aware of our current financial position.

**8.9.1. Authorize transactions from the Association accounts relating to the Executive expenditure.**

I approve payments and reimbursements to executive members and external parties for expenditure in the executive budget.

**8.10. Oversee the Executive budget setting process.**

N/A

**8.11. Ensure that all Executive Officers are familiar with the Executive Budget, expenditure processes early in the year and assist them where necessary.**

On a few occasions I have shown individual exec members our budget, so they understand our financial position and where we are spending our budget.

**8.12. Update the Executive monthly on the Executive Budget expenditure.**

I update the exec regularly during our Thursday meetings on our financial position and variances.

**8.13. May be appointed a Director of any company where the Association holds the power to make such an appointment, including but not limited to:**

**8.13.1. University Union Limited.**

I attended the fourth quarter UUL meeting via zoom in November.

**8.14. Assist and liaise with students and Students’ Associations on University of Otago satellite campuses.**

N/A

**8.15. Oversee any campaigns undertaken by the Association, actively seeking to inform the student body and general public on student issues and concerns and liaising with relevant officers such as the Political Representative, including but not limited to:**

**8.15.1. Encourage voter participation;**

N/A

**8.15.2. Local Body Elections; and;**

N/A

**8.15.3. National Body Elections.**

N/A

**8.16. Support and act as a reference point for all Executive Officers in the running of campaigns and initiatives, ensuring they are executed in line with the Association’s Strategic Plan and objectives, and that the student body are informed of these events.** The most significant campaign for the 2024 exec has been lecture recordings policy. I talk to Stella regularly, however the large part of the work for this had been completed before I started my role, so I haven't had a part in this campaign outside of my normal exec duties.

**8.17. Liaise regularly with the Chairs of all Association committees to ascertain the campaigns, initiatives and directives from those committees, and act on those directives where appropriate including but not limited to:**

**8.17.1. Residential Committee;**

N/A

**8.17.2. Affiliated Club Council; and;**

N/A

**8.17.3. Academic Committee.**

N/A

**8.18. Be available via cell phone at all practical times.**

I am generally always available via cell phone during the day.

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

I helped out doing pickups for the drop for good on two occasions. It was great to see people come together for a good cause.

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

I have worked less than twenty hours recently with exams and also less stuff happening in the exec.

**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;**

N/A

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

N/A

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

I have attended all exec meetings this quarter.

**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, I will be going to presidents committee in Auckland this month.

**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 give updates on the exec budget regularly to keep the exec updated on the exec spending.

**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 am dedicated to increasing my understanding and self-awareness of marginalised communities.

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

I am committed to deepening my understanding of Te Tiriti o Waitangi and actively upholding its principles in all aspects of my role.

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

I haven’t done this sorry.

**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.

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

I haven’t done any service hours this quarter unfortunately.

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

I am always checking my emails.

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

OUSA Committees:

I chair the Finance Expenditure and Strategy Committee. FESC meets regularly which I organise, set the agenda for and take the minutes. I sit on Polcom, for which I attended my first meeting last month. I am on the Grants Panel and attended the last meeting for the year last month where the remaining funds were distributed.

University Committees:

I am a director on the Board of University Union Limited and attended their final meeting for 2024.

**Part Four: Goals and your Progress**

Some of the groundwork has been done in the setup for a campaign on housing for next year. Thanks to Jeff, there are improvements in the processes involved in FESC including the budget layout. A budget template is being made to make the process simple for exec members to understand and work through. I have yet to look deeply into other students' associations for ways we can do things better but will be a focus on the upcoming presidents council trip this month where I will have the chance to talk to other student representatives.

**Part Five: General**

I have found that it has been particularly quiet for the last month or so since the exec elections for 2025. Because I have had less work to do, I have spent some time helping set up campaigns, etc for 2025, however this is not in my report or hours breakdown as this is part of a new executive term. Not hitting my 20 hour goal in my FSO role is largely because we have not had any campaigns in the second half of the year due to me coming into the exec at an awkward time.