

Emma Jackson

Clubs and Societies Representative

Fourth 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.**

Feeling #sad as my last newsletter to all the clubs was sent on the 18<sup>th</sup> of November. It was a special edition where I did reflection of the whole year that involved lots of photos of all the club events and saying a final goodbye from myself and the OUSA Exec.

I've also been promoting anything clubs have been sending through the Instagram club chat!

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

The newsletter was an effective tool for connecting with clubs and societies!

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

YESSSSSSSS

**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!

I have also attended the Blues and Golds Awards event – it was a beautiful evening and it was lovely to chat to some of the clubs and congratulate them.

Also had our last grants meeting!

**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 have attended all the meetings – throughout the year I have sent out reminders either in person and online (via emails and the newsletter) to all clubs.

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

Yep!

**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 had my second meeting last quarter, and it went very well. We didn't vote on anything, and it was just a meeting to encourage early re-affiliations and checking that all the clubs were up to date with resources.

**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 and 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.

Some things I did was helping Slackline club write their constitution, checking up on 'inactive clubs', providing advice on club events (especially balls and formal events), and more!

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

I attended quite a few this semester, I helped out wherever I could and made sure to answer any questions the club/members had.

**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 attended a few events such as the Science Ball and the "What I Was Wearing" exhibition by Thursdays in Black.

As students and members are moving away and the university year is over, I will provide support now via emails as I won't be in Dunedin for the rest of the year other than for graduation :.)

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

Unfortunately, I did not focus on this that much this quarter nooooooooooooo

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

Yes Yes Yes! We are planning to meet up for our last meeting before I head off into the big wide world to discuss how the year went and plans for next year.

**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 very 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.**

Yep!

We haven't really touched on anything OUSA related.

**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.**

Yep! I 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 clearly understand 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. If there are any recommendations provided by the Exec, I usually get back to the club and help them adjust their documents. A key thing I tried to encourage to the clubs and the Exec is to "do it once and do it right!"

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

Yeah yuh

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

I am currently just under 10 hours and will make up for it now that I will have more time now that my studies are finished.

**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, I helped out with OUSA related things such as the OUSA election forums and the OUSA AGM.

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

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.**

I was involved in the local Dunedin Hospital March and represented OUSA in my own capacity.

**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 lovely Daniel gave up-to-date information regarding the budget and expenditure.

**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 reaching out to them and promoting 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.

Alongside this, I have been trying to educate myself on learning Te reo Māori!

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

I have attended a few protests regarding Palestine and have also attended the Hīkoi in Dunedin.

**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.

**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.

I have also signed up to be a Red Cross Volunteer again!

### **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 the following: helping and attending the OUSA Election Forums, drop-in tables, helping out the whole day at Market Day, helping out at the OUSA AGM, and, staying informed about current developments.

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

#### **UPDATE on Club Workshops:**

They are all done and completed. Hopefully, next year, there will be a requirement that a member from each club exec attends the HYBRID Workshop with Te Whare Tāwharau. I am also wanting the Clubs and Socs Rep to attend this.

#### **UPDATE on How To: Exec Role:**

There has been a lack of interest regarding this :.)

I have brought it up with Deborah and it is up to her whether or not she would like to carry this idea forward – all my current information on the Exec members that have come forward will be provided to her.



**UPDATE on Clubs and Socs Guest Policy for Clubs Day:**

This is done whoop whoop. Going forward, I will pass this on to Deborah to bring it to POLCOM next year and see if it can be passed.

**(NEW) Fundraising:**

I have made a poster explaining what clubs can do if their application for a Grant is denied or not the amount they requested. This should hopefully be put on 'Resources' on the OUSA Clubs and Socs website.