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Administrative Vice President  
4th Quarter Report 2024  
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**Part One: Executive Officer position Description Duties**

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

Yes

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

N/A I think, except for chairing the exec meeting about quarter 3 reports.

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

N/A this quarter

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

Yes

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

N/A this quarter

**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 this quarter

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

Yes. The constitution was something we were hoping to get done this year, but we've done some work on it in constitutional review committee and hoping to get it across the line next year with next year's exec.

**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.**

Yes

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

Yes, although it's been a while since I've seen the advisory board members. I spoke with them at a meeting with the Holdings board, but in the hustle and bustle of exams I haven't been seeing them.

**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.**

Yes, polcom stuff is below somewhere.

**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.**

Yup, but as I've said in every report before, Donna is the real powerhouse.

**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;**

Currently we are in standing committee and yes I am a part of it.

**7.14.2. Policy Committee; and;**

I am the chair, see below.

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

I do indeed attend FESC but it's not my area of expertise at all.

**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.**

Yessir. The last meeting is coming up next month which is pretty sad, but we've done a lot this year. I think I've done a decent job with it, but a couple times I forgot when it was scheduled and it clashed with exams or something and I had to shift it. But otherwise, I understand it pretty well at this point and I think some good work has been done.

**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.**

Ah yes, we did indeed have the SGM/AGM (I never know which one so I'll just use SGM from here on out because I dgaf). It was oodles of stress for all involved, and October 17<sup>th</sup> was a busy day. BBQ had to be set up, there weren't enough sausages, had to go back and forth from events a couple times, setting up sound equipment, planning for the unexpected, and generally getting everything in place. Thanks to Dane for setting up the audio stuff, Archie for chairing, Donna for dealing with my stress as well as all her duties, and the current and future exec members for their help. All in all it was a resounding success, with everything being passed that we needed, and the BBQ being a FANTASTIC pull for attendees. Free food always helps to bolster the numbers at these events.

Q3 ended right in the midst of elections, so some of the things were what I wrote in the last report. The day in the life's were all posted, with decent success, and enough that I'd highly recommend doing them again in future years but planned more ahead of time and more spaced out. The forums also all happened with varying levels of success. I was sorting the venues and sound (thanks Dane) and people and livestreaming on Instagram so that was a crazy week. I think I wouldn't do the 1 a day again because it was so stressful, but it was a good try. The venues were switching between Union Hall and Main Common Room which was probably confusing and not many people came along to them. The mics also wouldn't work in the Main Common Room which was frustrating and added another layer of difficulty. But they all happened fine in the end. Then some candidates went on the radio and were all doing their own campaigning and then it was voting. We got marketing to make up some stickers that we handed out at the voting booth, and I helped there a few times and it helped boost the numbers (but I think that was mainly the lollies we had on offer).

**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;**

Yes

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

Yes

**and; 7.17.3. Quarterly reports.**

Yes

**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 was having weekly meetings with these peeps, although these meetings stopped for exams because everyone was studying and regular schedules stopped being a thing.

**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, drop for good was over a few weekends during exams. I helped organise the timetable and getting as many people as possible to help, but in the end, there were less pickups than thought so only one van/truck was needed for each of the Sundays. Liam and I cruised around in a box truck for a day, although we struggled to get it going initially (there were a lot of beeping noises).

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

Some exec candidates went on Radio One which was fab, and Liam, Tara, Daniel, and I went on with Jordan one time. Critic was still coming to all our meetings but not anymore because it's online standing committee and not much is going on.

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

Bigger update in the goals section, but yeah I'm on social media duty.

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

I sent the initial constitution draft to the lawyers and they were great, but now it's being pushed to next year and Amy (2025 AVP !!!) will need to talk to the lawyers with it again. Also the lawyers came to one of our meetings to talk through some bank documents.

**7.23. Oversee the creation and delivery of all members handover documents to the next year's executive.**

Well, I can't really comment on this but you bet I'll be chasing people up if they're late or not detailed enough. Although 3 people won't need to write them because they're returners I suppose.

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

I need to buy a flip phone with how high my screentime is. But yes I always pick up calls.

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

See below silly billy.

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

Woohoo let's go through this song and dance again. It's 15.27 hours average but if you ignore everything after exam season began it's 18.17 hours. My b on not doing more work during exams.

**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.**

So sad it's almost over :(

**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.**

Yes to elections (see 7.16) but N/A to referenda 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.**

Right on the day this report is due I am heading to Auckland for the student association national conference yay!

**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'm in FESC so I feel pretty up to date on all things finance.

**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;**

Yes

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

I do my best but I know it's still not good enough

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



If I'm being super real, I haven't gone to any club events at all this 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;**

I re-used the cardboard from past protests to make my hospital protest signs and the paint that was already in the office. I always try to be environmentally sustainable.

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

I'm about to release a youtube apology video with a ukelele because right now, Monday 18<sup>th</sup> November 8:36pm, I have realised that I've forgotten to do that this quarter. It somehow slipped my mind and I don't know how but I can make up for it in the non-existent quarter 5 and go pick up rubbish on beaches or something. Honor system? Just trust me bro?

 But really aren't we all always serving the community? 

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

Yes, but Hugh got my response time wrong in his Critic piece about our Q3 reports. I replied immediately but he said it was 3 minutes :(

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

Polcom (duh doi)

Net Carbon Zero

FESC

VCSSAG

Colleges programme

Performing Arts Fund

(these don't really count but I'll put them here anyway)

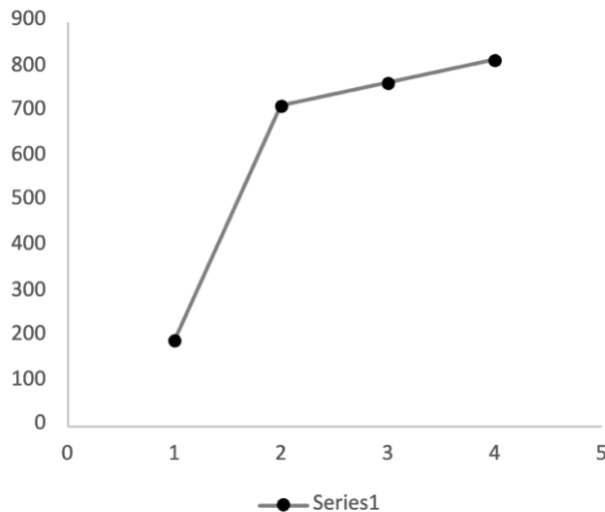
Presidents' Council TOR sorting

Uni website review

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

- Increase student engagement
  - o I've mainly been tackling this through elections and the SGM, but I guess also the Instagram, but Instagram stuff is below.
  - o Elections – that was lots of instagram stuff but also the forums (which no one really came to but at least I tried) which marketing also helped promote. We made stickers for the voting, but that didn't do much either. The voting booth was fun though, and once we get better equipment I think it'll be even more useful.
  - o AGM – marketing also went out for that, and I put stuff on the Instagram stories. The bbq was insanely successful and great for getting people engaged, such a good incentive.
  - o The biggest show of the lack of student engagement was the lack of people running for exec positions again. A very hard problem to solve and I hope it gets better in the future.
- Student bar

- o Ah yes, well just know we at OUSA are trying our best with this one behind the scenes.
- Assist Keegan and exec in their roles
  - o These people are so amazing and funny and I'm so glad I've met them all. Honestly, I feel like there's not much I can do to help them because they're all doing great on their own. I do what I can, but I can't think of specific examples right now. I was in the bullpen a lot to chat with everyone when they needed, and always available on my phone.
- Grow the social media
  - o Ah the social media, I'll miss it. Since quarter 3 ended I've posted about getting people to run in the election, day in the lifes, live streams of the forums, and promoting voting. Liam also made a post about elections and make a funny spelling mistake ("intenrational"). There hasn't been much posting since elections mostly because exams and then students stop caring about uni for the year and so everything gets less engagement anyway.
  - o It's at 812 followers, so I'd say I've done a good job this year getting those followers up. I'm a science student so I made a graph of how the followers changed throughout the 4 quarters.



- o The biggest increase was the Hyde giveaway and otherwise it sorta naturally slowly increased. Turns out you can also see on Instagram the data on followers and when people are most active and the gender split. Also, the age range, and thanks to my mum and dad for following for adding to that 0.7% in their age bracket (B). 82.9% are 18-24 year olds and 11.2% are 25-34 year olds. I wish I'd discovered this sooner.
- o Anyway farewell to my version of the exec Instagram, may it only go up from here.



### Part Five: General

This quarter was fun, sad that it's almost over though. I can't think of anything else I want to say about it that I haven't already said tbh.

Here's some other things I've done this quarter:

- Postgrad day mixer
- Market day helping
- Went to blues and golds
- Exec column about voting
- Water world with Tara and Keegan
- Exec 'red card'
- Got made fun of for having mild asthma

In terms of the rest of the year, I have the student conference coming up right after I submit this report (I'm sitting on the plane right now, Liam has 16 airnz lollies). The last polcom will be on the 9<sup>th</sup> of December and I'll do some grad stuff on the 11<sup>th</sup>.

I have very few regrets from this year, one being that we never taped/tied Keegan to tree. Otherwise,

This year has been amazing because of OUSA, and I am so glad it was with the people that it was. You're all life members in my heart <3