

Daniel Leamy
Finance and Strategy Officer
1st Quarter Report 2025
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Part One: Executive Officer Position Description Duties

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've had the pleasure of working closely with Amy this quarter on a range of tasks, including helping to organise Tent City, setting up committees, and tackling various admin duties. She's an absolute legend.

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;

Yes, I attended the two standing committee meetings this quarter

8.3.2. Finance, Expenditure and Strategy Committee;

Yes, I chaired the first FESC meeting in March

8.3.3. Policy Committee and;

Yes, I attended the first Polcom meeting in March

8.3.4. Grants Panel.

The Grants Panel is having its first meeting later in March which I intend to go to.

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

Yes, I have set up fortnightly meetings with Debbie where we discuss ongoing projects and potential risks to OUSA.

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.

Yes, I chaired FESC for its first meeting of the year and will continue to organise monthly meetings, or more if needed. I create an agenda and have any documents sent out to the committee members a few days prior to the meeting, to give everyone time to prepare for the discussions.

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.

Yes, I have had discussions with Debbie about OUSA's commercial assets and services, and the role of these, including how they provide for students and OUSA as a whole.

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.

Yes, I have a good knowledge of OUSA's holdings, I sign all invoices in an appropriate time, and I understand the procedures for the authorisation of finances including my role in approving payments.

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

The audit of the 2024 financial year is in progress.

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

Yes, I look at significant budget variances with Mukesh, and discuss these in FESC.

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

No, Liam does this.

8.10. Oversee the Executive budget setting process.

N/A, this will be later in the year.

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

I went over the process of spending money in training week in February.

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

I update the executive on any major variances every month.

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.

Yes, I attended the first meeting of the year in February.

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

N/A, Liam has done this.

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;

8.15.2. Local Body Elections; and;

8.15.3. National Body Elections.

N/A, this will happen later in the year for local council elections.

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.

No executive campaigns have been set up yet but I will have a role in helping get these underway in the second quarter.

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.

Yes

8.19. Perform the general duties of all Executive Officers.

Yes

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

I haven't worked 20 hours every week, but my average is over 20 hours from training week and O-week.

Part Two: General Duties of All Executive Members

3. General Duties of all Executive Officers

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, I have acted as the Finance and Strategy officer since the start of the year, making myself available over the phone and online as necessary while I was not in Dunedin.

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;

Yes, I assisted at tent city and clubs' day during ORI, and during a summer school barbeque.

3.2.2. Assisting with elections and referenda where appropriate.

N/A

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

Yes, I have attended all executive 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.

No campaigns or conferences have begun yet, but I will look to do this in the upcoming second quarter. I was here for training week and led some sessions with my knowledge of OUSA from last year. I participated in the planning session at the exec retreat during training week.

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;

Yes, no one has come to me with spending proposals however as OUSA has no money.

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;

Yes

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

I haven't attended any yet but intend to do so.

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;

No, I need to get onto this ASAP, but I sit on an OUSA affiliated club committee so will likely use these hours.

3.5.7. Regularly check and respond to all communications.

Yes

Part Three: Attendance and involvement in OUSA and University Committees

University Union Limited Company - Director

Web Transformation Committee

IT Governance Board

Information Management Governance Committee

Finance Expenditure and Strategy Committee - Chair

Health and Safety Committee - Chair

Policy Committee

Political Action Committee
Constitutional Review Committee

Part Four: Goals and your Progress

1) Cost of living

Kick start initiatives that will help to ease the cost of living crisis for students, to provide tangible relief for struggling students.

2) Student Culture

Develop a student pub implementation plan to guide the 2025 executive and future executives with a clear roadmap to get a dedicated student pub back open.

3) New era of OUSA

Work with the executive, management and the advisory board to bring in a new era of OUSA where the executive is governance focused, emphasising financial sustainability and long term strategic direction.

Part Five: General

I have drafted a Health and Safety Policy with the help of Amy M, which will go to the Policy Committee. Once this policy is approved by the executive, I will start up the Health and Safety Governance subcommittee, which I will chair. This new committee will focus on health and safety risks within OUSA, as well as reviewing reporting and procedures in this area.