

Josh Stewart

Postgraduate

First Quarter Report 2024

Submitted March

Word count: 1434

Part One: Executive Officer position Description Duties

11.1. Promote via publications, promotions and campaigns, an environment within the Association and on campus which is supportive of postgraduate students.

This will be one of the jobs fulfilled by SPS when it is established for 2025.

11.2. Work with the University and the Student Support Centre to implement the Association's policy on Postgraduate Student Representatives.

Much like my predecessor's first quarterly report, I was unaware there was such a policy. Much like Hanna this will also require a proactive outreach to the Student Support Centre and liaise with the AVP about what this will look like.

11.3. Be one of the Association's representatives on the University of Otago Senate.

As of writing, I have attended 1/1 Otago University Senate sittings

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

11.4.1. Society for Postgraduate Students; and;

N.A. Please see Part 5 for details

11.4.2. Academic Committee.

The one Academic Committee that was scheduled for the 12th March was cancelled.

11.5. Chair monthly meetings of the Society for Postgraduate Students, ensuring that 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.

N.A. Please see Part 5 for details

11.6. Take direction from the Society for Postgraduate Students on all matters relevant to postgraduate members.

N.A. Please see Part 5 for details

11.7. Be the Association's representative on the Board of Graduate Studies.

To my knowledge the old BoGS has renamed. I don't believe we have met since I have been in Dunedin

11.8. Maintain a good working relationship with relevant OUSA staff, ensuring that information is shared on issues of relevance to postgraduate students.

I have met with most of the OUSA and Planet Media staff, and as Postgraduate events come up, I will liaise with them

11.9. Facilitate a variety of student representation on postgraduate related University Committees.

On the committees I have sat in, I feel I have spoken my honest opinion, and questioned some of the decision-making.

11.10. Maintain a good working relationship with the Director of Graduate Research School and endeavour to meet with them on a regular basis.

I have met once with Diane Ruwhiu, and there is an understanding to meet more regularly.

11.11. Maintain links with and assist affiliated Postgraduate bodies.

This is an area where I need to do more work in.

11.12. Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to postgraduate students to their attention, and meeting with them on a weekly basis.

I have met up with Amy once, and we had a good catch up, but we are still needing to settle on a regular time to have our meetings. I

11.13. Sit on the Society for Postgraduate Students as an ex-officio member and maintain and fulfil the terms of the Memorandum of Understanding held between the Association and the Society for Postgraduate Students.

This has not been fulfilled, as SPS has not had its official launch for 2025.

11.14. Perform the general duties of all Executive Officers.

When I have been in town, I have been performing general executive duties.

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

When I have been in town, I have been working 10 hours a week. However, I recognise that through my absences, I have a deficit of hours to make up.

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.

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;

Due to personal circumstances, I was not in Dunedin for Summer School and Orientation. Please see Part 5 for more details.

3.2.2. Assisting with elections and referenda where appropriate.

N.A

3.3. Where reasonable, all Executive Officers are to be available for Executive meetings, national conferences, national and local campaigns, Executive training sessions and Executive planning sessions.

Due to personal circumstances, I was not able to attend OUSA executive training through early February. Please see Part 5 for more details.

3.4. All Executive officers shall:

3.4.1. 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 have submitted the motion for the SPS 2025 budget, which was approved by exec vote at the . This has authorised \$1,100 funding for SPS, which within the next quarter will be made available, once SPS is up and running.

3.4.2. 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 tutor MAOR110 (and Liam as a result), however this is something I could do more work in.

3.4.3. Prioritise sustainability and minimization of environmental impacts in all aspects of their role and keep up to date with environmental issues;

I have met with the Air Travel Steering Group and will continue to remain a part of this steering group.

3.4.4. Every quarter undertake five hours of voluntary service which contributes to the local community.

I am actively involved in the New Zealand Red Cross, where I volunteer approx. 3-10 hours a week.

3.4.5. Regularly check and respond to all communications.

After a delayed return to Dunedin (see Part 5), I have been able to check and respond to all communications.

Part Three: Attendance and involvement in OUSA and University Committees

I am on the HUMS Academic Committee, Academic Committee, Library Services Committee, Graduate Research Committee, GRSLC, Human Ethics Committee, Air Travel Steering Committee, and the Humanities DGL, as well as the OUSA Student Welfare and Education Accessibility Committees. I have not met with every one of these committees yet but will look to in the near future.

Part Four: Goals and your Progress

Committee: My committee goals are to attend all the upcoming meetings for the second quarter, prepared and up to speed on the issues that will be discussed, and give informed feedback in the interest of postgrad students and all students broadly.

Social: My social goals are to fully get Otago SPS up and running. I have already emailed the Divisional Postgraduate Representatives to meet with them and outline SPS and plans for the year. After we have met, I intend to host the 2025 SPS AGM, and with the newly appointed executive, start organising events and plans for the remainder of the year.

General: I need to continue to support executive events and dedicate more time to general OUSA service. I look forward to helping out on BBQs, on the internal committees and other exec events.

Part Five: General

My year got off to an awful start with the sudden and unexpected passing of my father on the 19th of January 2025. As a result of this sudden passing, I was unable to reasonably return until Dunedin until the 23rd February. As such I was unable to attend any of the O-Week events, or exec orientation. On my return, I was quickly brought up to speed by Liam, was added to my committee emailing list, had my handover with Hana Friedlander, and began to bring myself up to speed with the job. However, family circumstances meant I was away from the 16th-22nd March as well.

As a result of these circumstances, certain aspects of the job have not been able to be met as if I had been here the whole time. SPS is an ongoing project, that still requires the 2025 'launch'. I have not yet had the inaugural meeting with every committee I sit on and have not met with every relevant group and key stakeholder. I also have not met the full 10-hour work quota for the whole year, so I have hours in lieu that I need to make up.

Given the nature of these circumstances, I acknowledge that the nature of this quarterly report is not very substantive, and there is much work to do. I hope to be able to provide a more thorough and substantive second quarterly report, that will be able to report on my deliverables, and not just what I intend to do.