

Quarterly Report Template:

When something is not applicable to that quarter put in 'N/A' further explanation is not needed.

How to:

1. Replace the name, position etc with your details. The word count starts at "Part One: Executive Officer Position Description Duties" and includes everything in the report.
2. Replace the "Content goes here." with your report content.
3. No pictures or footnotes are permitted – any additional information should be produced on demand.
4. Save document as "Executive Position- Quarter Number" i.e. Political- Quarter 3

Report Template:

Rihana Warsame
Welfare and Equity Representative
First Quarter Report 2026
Submitted March 16th at (time)
(Number of) words

Part One: Executive Officer Position Description Duties

10.1. Assume all the powers and duties of the President in the absence of the President, the Administrative Vice-President, the Finance and Strategy Officer and the Academic Representative.

N/A

10.2. Work to address issues affecting marginalised communities of students at the University of Otago, in areas including but not limited to: 10.2.1. Academic issues at the University of Otago; and; 10.2.2. Social and welfare related issues within the University of Otago and the wider community.

10.2.1: I've spoken to a number of students from POC communities and planning to meet with members of disabled and queer student communities to get a well rounded understanding of student academic issues.

I've also spoken to staff about the concerns student are having with their time tables being spread too far out which is limiting accessibility to attending in person classes for many students, but particularly students with disabilities.

10.2.2: I've worked extensively on creating proposals for Diversity and Equity Workshops for first years in halls through consulting with students and staff from

University administration, and halls. I'm also planning to meet with locals soon to come up with a plan on how it may work for local students.

I've also started the work to set up a Disabled Students Association and a Disabled Representative for OUSA. I also have weekly meetings with a student with disabilities that is collaborating with me on this to keep the momentum going.

10.3. Be a member of appropriate internal committees of the Association, including, but not limited to: 10.3.1. Standing Committee of the Executive; 10.3.2. Residential Committee; and; 10.3.3. Welfare and Equity Committee.

I am on mentioned committees as well as Clinical Governance, Equity, Arora Learning System and the Chaplaincy committee.

10.4. Chair monthly meetings of the Welfare and Equity Committee, 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.

I have planned out my first committee meeting and have compiled a list to all those invited. I am waiting for the conclusion of Ramadan to have the first meeting which will be soon.

10.5. Take direction from the Welfare and Equity Committee on all welfare matters relevant to the Association and its members. 10.6. As relevant, specifically consult with representative members of the Welfare and Equity Committee to provide feedback or information to the Association or the University of Otago, on issues.

I've explained to staff and students invited to the committee that this will be a very collaborative space to hear problems students are facing and come up with the solutions.

10.7. Where reasonable, ensure that as many different representatives of student welfare issues are present on the Welfare and Equity Committee as possible.

I've invited TIB, refugee, Māori, Pacific, Locals, International, Disabled and Queer student representatives. Corresponding heads of staff/staff have all be invited as well as student health and student support services.

10.8. Where appropriate, brief the President on national and local tertiary sector welfare issues and representing the welfare interests of students on local body committees and boards.

I plan to take direction from them and try to collaborate with them on solutions as well as notifying the University and OUSA.

10.8. Facilitate in conjunction with the relevant committee chair a variety of student representation across welfare and equity related University Committees and OUSA Subcommittees.

I am currently sitting on Otago Tertiary Chaplaincy Trust, Vice Chancellor Staff and Student Advisory Group, Hardship Fund Committee, Ethical Behaviour Committee, Clinical Governance Group, Equity Advisory Group, Otago Tertiary Chaplaincy Consultative Body, and IAM Project .

10.9. Maintain a good working relationship with the University, particularly with:

10.9.1. The Director of Student Services;

I've yet to set up a meeting with them, but am looking forward to it.

10.9.2. Student Health Representative;

I have met some Student Health Nurses and therapists and plan to have more check-ins with them throughout the year.

10.9.3. Disability Information Services;

I have spoken to them shortly about the Disabled Students rep and plan on working more closely with them on it.

10.9.5. Te Whare Tāwharau;

I have a good relationship with many of the staff, but am looking forward to meeting and working alongside them in a working relationship.

10.9.6. Thursdays in Black;

I have a good working relationship with the co-presidents and plan on running some events alongside them.

10.9.7. Chaplaincy Board;

I have been to the committee meetings and have been trying to set up meetings with some of the board members, but they have fallen through because of me. I worked with many of the members previously, mostly through my work with MUSA.

10.9.8. Any other Welfare and Equity related organisations.

I have met with many students a part of equity groups that do not have a formal organisation. I look forward to growing all these relationships.

10.10. Maintain a good working relationship with Clubs and Societies

I have been a part of many clubs and have maintained relationships by targeting welfare issues. I hope to build better working relations with groups I haven't had more exposure with.

10.11. Be available via cell phone at all practical times

I am.

10.12. Perform the general duties of all Executive Officers.

This is discussed in Part Two.

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

I have worked closer to 15-17 hours per week. This is mostly due to most of my time working being under Ramadan. I Look forward to diving more into work.

Part Two: General Duties of All Executive Officers

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.

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;

I assisted everyday of tent city, and was available of needed or orientation. I was not in the country to help with summer school activities sadly.

3.2.2. Assisting with elections and referenda where appropriate.

N/A

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

I've attended all meetings I was able to.

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.

N/A

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 know generally about OUSAs finances.

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 have been working on my cultural competency skills for a long time and have educated myself on issues facing marginalised communities as much as I can. I look forward to building better relationships with clubs and making them feel included on campus.

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

I have a great deal of respect for Te Tiriti o Waitangi's principles and will try to uphold them to the best of my ability. I also will continue to learn more about it to apply to both my role and personal life.

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

I have throughout my entire University career and plan to through this role as well.

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 will continue to educate myself and integrate it where possible.

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

I helped with serving food for iftar throughout ramadan at the local masjid. I volunteer a lot in my personal life and will continue to do so, hopefully through uncrew for the rest of the year.

3.5.7. Regularly check and respond to all communications.

I have been keeping up with communications regularly.

Part Three: Attendance and involvement in OUSA and University Committees

Part Three: Attendance and Involvement in OUSA and University Committees The list of committees I am involved in within the University is set out in 10.8. If there are any other committees I find out about or am invited to I will try my best to attend and represent students.

Part Four: Goals and your Progress

- First quarter report: provide a detailed outline of your goals.

Create a DEI workshop for first years in halls

A proposal for a workshop, similar to CommUNITY 102, to promote a framework based on themes of cultural competency, diversity, equity, and inclusion.

- This workshop would be aimed at first years in halls
- Students found to have discriminated against another student or staff member in a significant manner

This also supports Otago Universities commitment to supporting an accessible, inclusive, respectful and welcoming environment.

GOAL: To create a University campus where creating all student feels welcomed, respected, safe and supported to participate fully in the community.

Problem/Need/Situational Description

Many students face hate speech and other forms of discrimination based on race, gender, religion, age, ethnicity, disability, and sexual orientation. This creates a culture at UoO where policy is not meeting the actual needs for students from minority groups. UoO has an obligation to create a safe environment where students are able to express themselves how they see fit.

Around in six New Zealanders have experienced discrimination in 2024 according to NZCVS Crimes and Victims Survey 2024. These statistics could be reasonably interpreted to expect this rate is higher on University campuses, due to “joking around” or younger students not having exposure to people unlike themselves.

Workplan

- Have focus groups with students and hear what their concerns are when it comes to University culture and what they would want to see in a DEI training.
- Work with University staff, students, and the Center of Workplace Inclusion (or similar reputable group) on creating Diversity and Equity training with a focus on what UoO is specific concerns are.

Individuals who might be interested in working on creating a workshop outline:

-Denise Lindsay denise.lindsay@otago.ac.nz Head of Organisational Development

-Jo Oranje jo.oranje@otago.ac.nz Pastoral Care Advisor

Introduce a Disability Representative on OUSA

Have support with Liam and working with him on it. Also spoke to NDSA and have their support on it as well. Still creating a pull proposal and planning what it will look like responsibility wise.

- Second, Third and Fourth Quarter Reports: provide progress updates.
- Fourth Quarter report additionally provide a run down on success/ achievement of your goals and what further is to be done.

Part Five: General

N/A