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Clubs and Societies Representative Q1 Report
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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.

Since arriving in Dunedin just under a month ago, I have been promoting clubs and socs themselves and opportunities for clubs through my OUSA Instagram, working with Critic, and making some exciting plans with Caroline and Olivia Townsend for the Clubs and Societies Instagram page. I have been promoting HYBRID among other workshops.

I have followed every club on Instagram and have been promoting a fun and attentive culture in the clubs and societies group chat. It has been awesome to see inter-club collaboration through the group chat, and Critic also be active!

Caroline and I have been discussing how to achieve an informal club's calendar, while the website calendar takes its time. Hopefully soon we will meet with Critic and create and plan for this!

15.2 Collaborate and liaise with relevant clubs and societies to help participate within the association's events and initiatives.

At clubs' day I spoke to almost every club! It was wonderful to get to know the club leaders and their goals. Soon, at the Affiliated Clubs Council, I hope to further those relationships and help connect clubs to upcoming opportunities hosted by the OUSA.

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

Yes, I am.

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 the Grants Committee and Blues and Golds panel, though we haven't met yet.

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 am preparing for this as information is presented, the first meeting date is not yet confirmed but will be soon. I have been helping Caroline recruit a cultural club to join the grants panel.

15.6 Chair meetings of the Blues and Golds panel.

This is happening in semester 2.

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 am hosting the first Affiliated Clubs Council on the 12th of March, which currently has 36 clubs RSVP'd and will have special appearances from Critic/R1 staff and Caroline! All clubs were notified in advance and the agenda was published via email and Instagram.

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 have maintained a good relationship with all affiliated clubs and societies to the best of my abilities. Through email and Instagram, I have been helping clubs with various questions and issues and helping them set up for a successful 2026.

Due to illness, I haven't been able to make many club events as of yet but I have RSVP'd to a few upcoming.

I plan to develop some resources around fundraising, event planning, and the election year. I hope these will support clubs in being financially self-sufficient and able to achieve their goals! Also, to raise awareness of all the resources accessible to them.

15.9 Attend Annual General Meetings of Clubs and Societies, when possible and assist where needed.

I attended the AGM of the Society for Postgraduate Students and helped them to unaffiliate and end the society (for now!). End of a chapter!

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

This clause is no longer a part of my position. Discussed with Shannon, current Recreation Manager, and Daniel.

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

I have a good working relationship with Caroline, emailing often and meeting weekly.

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.

I have a good working relationship with both Irfaan and Hansini and am always happy to discuss anything relevant to Clubs and Societies.

15.13 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.

I have a good working relationship with Kamesha and have had one catch-up so far.

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

I have worked more than ten hours per week on average this quarter.

Part Two: General Duties of all Exec 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 2022 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;

I assisted at Tent City for 1 of the 3 days for set up and I was at Clubs Day the whole time. Unfortunately, I was not in Dunedin for Summer School.

3.2.2. Assisting with elections and referenda where appropriate.

These have not happened yet.

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

Except one due to illness, I have attended most meetings that I have been in Dunedin for and contribute to them effectively.

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 attended executive training sessions via Zoom due to family commitments. I also attended catch up sessions with Daniel and Kamesha once I got back to Dunedin.

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 have read the budget and relevant documents as they have come up in meetings, however, have not touched base with Troy yet.

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 attended training via Te Whare Tāwharau for cultural, queer, and Te Tiriti workshops. I work within Te Whare Tāwharau to promote resilient communities. I am active within queer/LGBTQI+ spaces on campus and within the community. I will continue to work on this throughout the year and upskill myself. I have been promoting Te Whare Tāwharau HYBRID training for the OUSA clubs and socs.

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

I believe I do. I am incorporating te ao Māori and te reo Māori into my fundraising, events, and election guide and into the potential informal club calendar. I will be consulting as these project progress.

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

Due to illness, I have missed most club events so far this year. Now the plague has been defeated, I hope to attend more.

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, I have never printed anything as part of my role, and I don't use generative AI.

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

I volunteer at Te Whare Tāwharau as an engagement volunteer on campus to promote resilient

communities against sexual harm, and help educate students about their resources. I have done over 5 hours since my return to Dunedin in February.

3.5.7. Regularly check and respond to all communications

I check my emails and social media every day.

Part Three: Attendance And Involvement In OUSA And University Committees

- OUSA Executive
- Welfare Exec
- Grants Panel
- Blues and Golds Awards Panel

Only the OUSA executive as met so far, but I look forward to attending the others 😊

Part Four: Work plan and your Progress

I have several goals for this year: an ambitious start!

Promotion

My predecessor and Caroline made moves on a global calendar happen on the OUSA website for clubs. However, progress is slow moving. I am very keen to get an informal club's calendar out regularly on Instagram, in the style of "What is happening in Clubs and Socs this fortnight".

I will be working with Olivia Townsend on Instagram promotional content of clubs and club events.

I also want to work closely with the critic and radio1 to give clubs opportunities to promote themselves, maybe creating new communications pathways.

Welfare

Previously an alcohol/welfare policy was proposed with the goal of making clubs safer. Deborah and Caroline explored and talked to clubs, and policy does not seem like the most efficient way to achieve this change.

Caroline suggested a potential educational, workshop angle. I plan to explore options, which I feel qualified to do with my background of TWT. I plan to collaborate with various clubs and societies, in order to create a resource or project that is relevant to the needs within clubs and societies.

However, I feel that the most progress could be made in a resource for club conflict. Maybe bringing resources from Auckland on "Chat out the weird" down to Otago.

Guides

Election guide; work with Flynn. Goal is to make an election 101, how to respectfully engage in politics, submissions, and with each other ☺

Fundraising and events guide; work with Caroline. Help encourage club financial self-sufficiency and confidence in event organization. A how to.

