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Tumauki Takirua, Hauwhā Tuarua

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Part One: Executive Officer Position Description Duties

1.1. The Te Rōpū Māori Tumauki shall be a voting ex-officio member of the OUSA Executive.

No change from Quarter One.

1.2. The duties of the Te Rōpū Māori Tumauki are outlined in the Memorandum of Understanding between the Otago University Students' Association and Te Rōpū Māori.

No change from Quarter One.

1.3. Where practical perform the general duties of all Executive Officers.

We do our best to help out where possible.

1.4. Provide a verbal report on activities of Te Rōpū Māori at each OUSA Executive meeting.

We continue to provide verbal updates at each OUSA Executive meeting.

1.5. Work no less than five hours per week as ex-officio members of the OUSA Executive.

As per Quarter One, any mahi carried out for OUSA can be found in our Te Rito Accountability trackers, which is available on request.

Part Two: Ex-Officio Job Descriptions – Fulfill the duties of the Te Rōpū Māori Tumuaki Takirua (based on the Te Rōpū Māori Te Rito Policy)

2.1 Ensure Te Rōpū operates in accordance with the constitution;

Nothing to note here. Jarna did accidentally use the card for an online personal purchase (the cards' names are both J A Flintoff). Pūtea was paid back 3 days later after luckily being noticed by Tia. Mō taku hē!

2.2 Act as Māngai for Te Rōpū at local, regional and national levels;

We are actively involved within the University environment, for University Committees we hold a seat on and regularly attend, the Committee of Teaching and Learning (CALT), CALT Assessment Subcommittee, Quality Advancement Committee (QAC), Pūtea Tautoko Student Advisory Group which Jarna attends and Senate, the Vice-Chancellors Staff and Student Advisory Group (VCSSAG) and Māori Leadership Forum which we both attend. We have great relationships with the OUSA Executive, attend most meetings and enjoy working with them. Jarna is also taking part in the Deloitte Subcommittee which is working on a governance review of OUSA, being a part of this recognises the role Te Rōpū Māori and kaupapa Māori play in the University. We are also active parts of our community, showing face at various kaupapa across Ōtepoti.

2.3 Represent Te Rōpū as a delegate at Te Mana Akonga Hui;

As above, we represent TRM at various levels, including being kaiārahi on Te Mana Ākonga (TMA). Since last quarter we have had five Zui Kaiārahi and a Hui Kaiārahi hosted here out in Warrington. We are pleased with the direction that Te Mana Ākonga is moving in and gained a lot out of the wānanga in terms of leadership skills and also capability building exercises which we would implement with our own Exec.

2.4 Set policies with each other regarding matters of business, activities and all operations of Te Rōpū consistent with section 8 of the constitution.

This quarter we have established a Policy Kōmiti to conduct a policy review. This Kōmiti is chaired by Will Isaacs, a law taura, and has held 3 hui so far. A terms of reference was written by Jarna and passed by Te Rito and accepted by the Kōmiti at the first hui. Policy Kōmiti is an opportunity for us to delegate work and serve our taura with something for the CV. Kai is provided at these hui to entice non-Te Rito and our wider TRM whānau to participate, which has been successful. They have so far reviewed and accepted the Investment Policy and implemented a Dispute Resolution Policy. Throughout the break they will be working on the Kaihāpai Appointment Policy, Elections Policy and writing a Grants Policy. The Grants Policy follows the need for regulation and the movement of the administration of the Individual Grants to Te Kōmiti o Ngā Hau e Whā. Jarna has also written a terms of reference for Te Kōmiti o Ngā Hau e Whā which has been accepted by both groups. The moving of the administration of

Individual Grants will commence at the start of next semester at the completion of the Grants Policy for the Kōmiti to be able to follow.

2.5 Be responsible for ensuring that honoraria are managed fairly and transparently, in line with the reporting and performance requirements set out in the *Te Rito Accountability Policy*. This includes oversight of weekly breakdowns, monthly 1:1 check-ins, quarterly reports, and supervision processes where required.

During this quarter, we identified an issue with how Te Rito honoraria payments had historically been interpreted and administered. Following discussions with University of Otago Financial Services and the DVC-Māori Office, it became clear there had been a misunderstanding around whether the approved remuneration figures were intended to include PAYE obligations or reflect the amount received directly by Executive members.

This misunderstanding came from previous handover information and earlier guidance, which meant additional payments and PAYE contributions had been processed in a way that has now placed pressure on the remuneration budget for 2026.

Since identifying the issue, we have worked with relevant university staff to clarify expectations and ensure future payments and reporting align with the Te Rito Accountability Policy. This has included:

- reviewing previous remuneration documentation and processes;
- clarifying invoicing and PAYE requirements;
- improving tracking and oversight of honoraria payments;
- continuing regular check-ins and reporting processes; and
- ensuring clearer communication and documentation moving forward.

The outcome has unfortunately meant a reduction in projected remuneration capacity for the remainder of the year, which has been felt across the Executive. However, the matter has been managed openly and transparently, with a focus on maintaining fairness, accountability, and the long-term sustainability of the association.

2.6 Be an ex-officio member of the OUSA executive and is responsible for Te Rōpū Māori adherence to the Memorandum of Understanding (MoU) with OUSA.

2.6.1 Each semester, submit at least (2) report to OUSA in accordance with the OUSA Constitution.

This is our second quarter report for 2026.

2.7 Sit on any University committees appointed alongside OUSA

Above at 2.2.

2.8 Sit on the OUSA Blue and Gold's Committee.

No change from first quarter - We have been appointed to this committee at the OUSA Executive Hui held on the 23/02, the Committee is yet to hold a hui.

2.9 Both Tumuaki Takirua will maintain a good working relationship with the University this will include but is not limited to;

2.9.1 OUSA

Continuing from our work in the first quarter, we have continued to build a great relationship with OUSA. Between the two of us we have attended almost all Executive and Board meetings, additionally, the Deloitte Subcommittee has been great to solidify our Associations relationship. We regularly catch up with many members of the Exec and try to stay in the loop with most or if not all kaupapa happening at OUSA.

2.9.2 Senate

Senate is an interest Committee from our point of view. We find it hard to meaningfully contribute to some kaupapa of the Committee for two reasons – that much of this mahi is very high level and quite disconnected from tauira and secondly because it can be quite complex and an ongoing issue which we have come in too late on. Other than controversial topics of interest, Senate is largely “ceremonial” in a sense, where everything has already been debated at other Committees before us. Nevertheless we have attended all Senate meetings.

2.9.3 Vice Chancellor

We have yet to meet with Grant exclusively as TRM, however, have attended VCSSAG and continue to try and push into his calendar. We are also set to attend the VC Summit on the 20th of July.

2.9.4 Te Huka Mātauraka

We have a good working relationship with Te Huka Mātauraka. We have had our second catch up with Michelle for the year and often utilise her as a source of wisdom in decision-making and general business. We utilise each others spaces and resources to the full potential to ensure good connection of services. This relationship is continuing to flourish but we believe there is still opportunity for more collaboration between our two spaces.

2.9.5 DVC-Māori

We continue to meet with Jacinta on a weekly basis. This relationship is continuing to flourish and we continue to see more improvements in the outward perspective of TRM. We are continuing to work on our Agreement and a responsible plan for spending down our reserve pūtea together. We have also continued to see our relationships with the wider DVC-Māori team grow through Māori Leadership Forum, such as with Janine Kapa (Strategic Planning) who has offered us advice for our strategic planning; Ana Fruean (HR) helping with CV workshops and offering opportunities for us to contribute to opportunities for tauira; and Matiu Workman (EE) who we will be working with for haeranga (schools/ kura liaising and exchange opportunities).

2.10 Chair all Hui a Te Rito and ensure that Tikanga Māori is upheld during these Hui.

We Co-Chair all Hui ā Te Rito ensuring that karakia is conducted at the start and end of all hui. When acting as decision makers we give primacy to tikanga Māori reasoning and prioritise kaupapa Māori ways of working in all possible facets of our mahi from internal executive dispute resolution to creating space for our mātauranga and reo across campus and whakawhanaungatanga.

2.11 Be the face of the rūpū in the absence of the other Co-Tumuaki

We both try to be as kanohi kitea as possible, however when one of us can not attend the other will.

2.12 Carry out any other duty that from time to time that may be defined by Te Rito and / or each other.

We assist all Te Rito members with their roles and responsibilities to ensure the TRM runs smoothly. We also take on delegated responsibilities given to us by Te Rito members.

2.13 Liaise with Ngā Rōpū on campus, chair monthly Ngā Rōpū hui; (Set times and locations for meetings)

During this quarter, Te Kōmiti o Ngā Hau e Whā was established to strengthen relationships and communication between Te Rito and Ngā Rōpū across campus. Terms of Reference for the Kōmiti were developed to provide a clearer structure and shared expectations moving forward.

Each Ngā Rōpū now appoints two representatives to the Kōmiti to help ensure consistent attendance and representation across hui. The Komiti is chaired by the Kaiwhirinaki, Jonnee, who also oversees Ngā Rōpū-related events and initiatives. As the Komiti begins administering individual grants processes, this portfolio will also sit within this space to provide more direct support to Ngā Rōpū.

The establishment of Te Kōmiti o Ngā Hau e Whā aims to create stronger collaboration between Te Rito and Ngā Rōpū, ensuring a wider range of perspectives are represented when

advocating for tauira Māori. It is also intended to reduce pressure on Te Rito by creating a more shared approach to engagement and support across the Māori student community. Long-term, this structure is hoped to support stronger succession planning pathways and encourage greater involvement of Ngā Rōpū leadership within Te Rito in future years. Until the Kaiwhirinaki is formally established within our Constitution we will continue to oversee its operations and mahi with this clause being removed from the Tumuaki Takirua portfolio next year.

2.14 Facilitate the running and organisation of the Te Huinga Tauira (THT) campaign with Te Rito

Sami successfully delivered the Muster and a detailed information sheet of the campaign for tauira, Sami delivered the presentation and also taught the Te Mana Ākonga waiata. We established a THT Subcommittee who have been delegated jobs of the campaign including organising fundraising, designing merch and outsourcing resourcing for our performance. We have had 3 kapahaka practices and learnt 3 items so far. We hope to finalise the team by the second week of Semester 2 to book flights.

2.15 Support the Kaiwhakahaere Kaupapa to facilitate the running and organisation of events during Orientation Week and Re-Orientation week

N/A

2.16 Facilitate the running of the Inter-Rōpū Shield with support from the Kaipāpāho Matua

We both assisted the entire day with Relay for Life and Sami assisted with the running of Inter-Rōpū Volley comp. With the establishment of the Kaiwhirinaki we recommend the removal of this clause from our policy as the role we play now is merely assisting no more than any other office with such large kaupapa.

2.17 Organise any required fundraising throughout the year with assistance from Te Rito.

N/A, Jarna is in the middle of organising sausage sizzles and a quiz night for the THT campaign.

2.18 Support the Āpiha Hauora with organising a charity event during the year.

We attended Hangover Hākari, did offer assistance however did not assist, was hungover after Hyde to be honest.

2.19 Sit on the OUSA Policy Committee as a member.

We have been appointed to this committee at the OUSA Executive Hui held on the 23/02, the Committee is yet to hold a hui.

2.20 Both Co-Tumuaki will be listed as a Mandatory signatory on the Te Rōpū Māori bank accounts

No change from first quarter.

2.21 Be responsible for curating and submitting three quarterly Te Rōpū reports for relevant external and institutional stakeholders, including but not limited to the Deputy Vice-Chancellor Māori (DVC-M), Te Huka Mātauraka, and any other parties identified by Te Rito

1st quarter reports were sent to relevant stakeholders listed above.

2.22 Liaise with Te Rito members regarding events and services provided by Te Rito / Te Rōpū Māori

We continue to prioritise communication and staying across all of our kaupapa, this is continuing to work well for us. We continue to have great feedback from tauira and staff as a testament to this.

2.23 Where practical, will work no less than 15 hours per week each, with a minimum of 5 hours designated to 'Office Hours', and at least one hour in the tauira Māori library space;

Our office hours are:

Sami

- Tuesday 1-3pm @ TRM
- Wednesday 2-5pm @ Central Library
- Thursday 10-3pm @ TRM

Jarna

- Monday 9-11am @ Central Library
- Tuesday 12-3pm @ TRM
- Wednesday 10-12pm @ TRM

Our Weekly Breakdowns are available on request. On average since our last quarterly report, we have worked 24 (Jarna) and 20 (Sami) hours a week. We are both terrible at filling out our accountability trackers due to how busy we actually are and typically only record things in our calendar a week later. Therefore this does not include all the emailing, messages, prep work, conversations in passing, time we spend thinking about TRM, writing down notes.

2.24 Attendance at Te Huinga Tauira is compulsory unless there are extenuating circumstances that are approved through a vote in a Te Rito Hui.

N/A, we both plan on going.

2.25 Must meet with a counsellor from Te Huka Matauraka once a month for a well-being check up

We think once a month is unrealistic for both Te Rito and our staff at THM. We have both caught up with Whaea Amber more than once this quarter but this part of the policy could be amended to when needed or once a quarter.

Part Three: 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;

N/A

3.2.2. Assisting with elections and referendums where appropriate.

Sami was involved in decision making regarding referendum questions, however no comments were needed to be made.

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

We attend all Executive and Board meetings, where possible.

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;

N/A

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;

No changes from Quarter One.

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

No changes from Quarter One.

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

No changes from Quarter One.

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

No changes from Quarter One.

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

N/A.

3.5.7. Regularly check and respond to all communications.

No changes from Quarter One.

Part Four: Goals and Progress

3.1 Fulfill the regular commitments and responsibilities of the Te Rōpū Māori Tumuaki Takirua, including support of Te Rito executive

We both aim to fulfill our regular commitments to the best of our abilities. We also go out of our way to awahi our Executive team.

3.2 Create and maintain meaningful hononga with other Student Executives both on and off campus and across the motu.

Goal: restore some of the relationships that had gone down the drain in previous years, particularly with our Pākehā and Pasifika counterparts. We have fortnightly catch ups with both Presidents and look forward to maintaining these hononga.

OUSA: At 2.9.

UOPISA: We have collaborated to host Night Markets (28/05). The night was a great success! We continue to struggle here as we are all very busy and due to internal issues for UOPISA at the moment they remain quite stagnant with their pūtea decreasing opportunities to connect and collaborate more.

Ngā Rōpū: Building on the establishment of Te Komiti o Ngā Hau e Whā outlined at 1.5, the Kaiwhirinaki has continued to strengthen relationships between Te Rito and Ngā Rōpū through regular communication, support, and event coordination. This has contributed to stronger engagement across our Māori student community and created

more consistent opportunities for collaboration between rūpū. Ngā Rūpū-focused events this quarter have been particularly successful in creating spaces for whakawhanaungatanga and connection amongst taura Māori. Study Sesh and Shield Events have seen strong engagement and have helped foster a more connected and supportive community environment across campuses. The growth of these relationships is already contributing to stronger communication pathways between Te Rito and Ngā Rūpū, while also helping create a wider base of taura voices and perspectives within Te Rito spaces and advocacy.

Te Mana Ākonga: Hui Kaiārahi in Warrington further strengthened these relationships. Additionally, it was nice for them to meet Te Rito and see our kāinga rua. Post-hui we more deeply understand our peer associations, the positions they hold and types of mahi they do which is positively contributing to us working together on governance related topics (such as the establishment of a formal entity consisting of representation of all our Ngā Rūpū on campus). We are running out of time for a Te Waiora x TRM activity as talked about in quarter one, but we hope to go to Christchurch post-THT for Te Taukaea Taura with Te Awhioraki and Te Aka Toki again.

Other: We continue to develop our relationship with Critic. The bi-weekly column in great and we also participated in the Presidents' Scandal this year in a co-story with Daniel Leamy.

3.3 Strengthen and maintain meaningful hononga with other Māori groups within the University, the wider Ōtepoti community and Ngā Rūnanga (Ōtākou, Kāti Huirapa ki Puketeraki and Moeraki).

Goal: increase TRM's visibility by forming hononga and working closely with other Māori groups both within the University and the wider Māori community in Ōtepoti and Ōtākou.

DVC-Māori: Going great, covered at 2.9.

Te Huka Mātauraka: Going great, covered at 2.9.

Te Wānanga o Aotearoa (Ōtepoti campus): No movement to note.

Otago Polytechnic: After discussion with TMA we have opened our door for THT to our Polytechnic whānau! This is great for us and them, much to offer both ways. We have yet to form a formal relationship with the Polytechnic itself or their Students Association.

External Engagement Division: No movement to note, we have a hui scheduled with Matiu for the 8th of June.

Ngā Rūnanga: No movement to note.

Rukutia Kapahaka: We went through the individual grants process to support out taura who performed with them at Waitaha Regionals. We also performed at their dress

rehearsal at the Regent Theatre, this was good engagement for us and also allowed us to put out a tono for them to perform at our dress rehearsal for the THT campaign.

3.4 Re-incorporation under the Incorporated Societies Act 2022

We were re-incorporated on the 26th of March under the new Act!

3.5 Policy and Constitution Updating

Policy Review is underway, detailed at 2.4.

3.6 Project Pūtea - Strategic Planning

Since last quarter, we have run workshops with Te Rito, Te Komiti o Ngā Hau e Whā and we have had the post-it wall up in our whare. Following the final round of our questions during exam breakfasts, these will be synthesised into an insights report which will structure our strategic plan. In terms of the reserve pūtea, misconceptions of the amount between TRM and DVC-Māori means we are working towards a plan of hiring 1 FTE for our whare and increasing our remunerations for following years while maintaining some pūtea for TRM to remain autonomous. This kaupapa will be worked on throughout the break while we have a quiet period for events and an action plan is to be delivered to the SGM on the 14th of July.

Part Five: General

Attendance at other kaupapa:

- Te Rōpū Whai Pūtake Harakeke Weaving
- Te Rōpū Whai Pūtake SGM
- Ngā Raukura o Tāne Whakapiripiri SGM
- Māori Scholarship Event
- Māori Pre-Grad Ceremonies
- ANZAC Day Ceremonies (Town Dawn Service and OUSA Service)
- Waiata Re-Vamp Session
- Ngā Rōpū Volleyball comp
- Relay for Life
- Te Huinga Tauira practices
- Ngā Rōpū x TRM Study Seshes
- Te Rōpū Māori Study Wānanga
- TRM x UOPISA Night Markets

Comments:

- While relationships with other student associations have continued to grow positively, collaboration timelines and communication processes between associations can sometimes be difficult to coordinate due to differing priorities, workloads, and planning structures across organisations.

- A generally slow but busy quarter. Lots of events and busy personal and study lives has meant a bit of a sacrifice on some strategic planning but we are back on track now.
- Our relationships with individual OUSA Executive members is going great considering both our introvertedness, Sami more than Jarna. We have had lunch with Rhiana, some spontaneous catchups with Daniel, and it was great to see Hansini at our TRM x UOPISA night markets!