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PART ONE: CONSTITUTIONAL DUTIES

Section 32.1.2 of the constitution states that the President must lead the Association in fulfilling its core functions and achieving its goals of advancing the educational, welfare, social, cultural and sporting interests of the members of the Association. I believe over the first 3 months of this year I have fulfilled this requirement, with the help of the executive, in particular the officers.

This is a somewhat vague description of everything I have been working on (adequately but succinctly describing what I do to those outside of the Association has become somewhat of a challenge, due to the vast and varied aspects of the job description). The first quarter has been one focussed on establishing relationships with key external people and groups, training and supporting the executive, evaluating the organisation and leading the executive in setting the strategic direction and planning initiatives for the rest of the year.

Unfortunately, the distraction of VSM has presented a challenge to achieving my goals. However, I believe I have managed my time very well to ensure I have still met all requirements of my job description whilst campaigning against VSM over and above my usual duties. This has been possible with the huge support I have had from the staff and executive, which I really appreciate.

PART TWO: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

This report breaks up the Executive Officer Position Description Duties into its two relevant sections: general duties of all Executive Officers, and duties of the President.

Applicable General Duties:

As well as halls of residence, I have promoted OUSA services and events to a number of clubs and groups both within University and the wider community. Examples include: the 'Unismart' welcome lecture to first, year students, volunteers, addressing club presidents at the Affiliated Clubs Council, VSM information sessions, the Pacific Island Students Orientation, online through social media, Orientation line-up announcement and various other promotional activities organised by operational staff including prize giveaways, and the Fresher Competition, and a variety of University and wider community events. In fact, even when seemingly 'off duty' I am still promoting the association.

Be available for Executive meetings, national conferences, campaigns and Executive planning: I have chaired all executive meetings which have happened most weeks since January. Some meetings have been a challenge and somewhat disorganised as it is hard to be fully prepared when there is a very quick turnaround between meetings and when agendas for the next one are due and a lot of last minute issues come up. I am working to implement a better internal committee structure that delegates long discussion and background research to shorten executive meeting times and allow meetings to be held fortnightly. Finding times to hold meetings with enough exec members to ensure everyone is adequately consulted with has been like herding cats at times. This is due to the sheer difficulty of finding available meeting times for 17 people who are busy with numerous projects, as well as all the other OUSA activities like Orientation and VSM campaigning. I have



also tried wherever possible to be involved in other executive and operational campaigns and activities, such as the bucket drop, bottle buy back, talks to different University groups etc. I spent over 40 hours assisting on the OUSA Help Desk in the link, at the Caravan and doing Are You OK during Orientation.

NZUSA conference was also a big time commitment, but a worthy one. The conference is really valuable for kicking off the year working as a team, learning about key national and political issues as well as internal strategy/planning and effective representation. The training weekend before conference was also intense but really valuable. James provided a lot of support in organising training and conference which allowed me to hit the ground running with other aspects of my role.

I played a key role in developing both the national campaign and the on campus campaign, which has been a massive time commitment and involved a lot of liaising with NZUSA co-presidents, other students' association Presidents, staff, executive and club representatives. I have done the vast majority of groundwork for the physical aspects of the campaign – from writing up the plans, design briefs and supervision, coordinating and implementing the promotion (with assistance from events and exec where they have had time). It has been quite strenuous and testing have both promotions staff away at such a crucial time, meaning I have had to take on much more responsibility than I otherwise would. Imogen has put a huge amount of work into the direct communication, messaging of the campaign, writing the OUSA submission and supporting others' submissions which is greatly appreciated. It has been a massive drain on time and energy but a necessary campaign.

Maintain detailed budgets for their cost centres, and not significantly exceed their budgeted expenditure: Whilst technically the Campaigns and Initiatives budget is controlled by the FSO, as chair of the Campaigns Committee, running the VSM campaign, looking after the executive at conference and having an OUSA Credit Card there is some overlap with the Campaigns and Initiatives and Travel, training and general expense line between FSO and President. In order to be financially responsible and accountable to members, I believe some formal guidance on appropriate executive spending would be very helpful and look forward to working with James to develop a policy to govern this. Some clearer process and better communication with the FSO will help ensure efficiency in this area and I will work harder to do this.

Specific duties of the President

Be the official spokesperson for the Association: I started the year putting in a great effort to meet local journalists and engage with media organisations to establish a good working relationship. This has worked really well and resulted in a lot of good, positive media coverage of OUSA, the University and the Students. I now get numerous calls from media organisations requesting comment on student-related issues and am continuing to work to increase the profile of OUSA and members both locally and nationally. During Orientation especially I worked hard to put out press releases of all the positive things OUSA was doing and reverse some of the negative media Otago students have received in the recent past. Being proactive in terms of contacting the media has been really helpful. Coverage of the Code of Conduct Appeal being dropped, the Toga Party and the VSM debate have been particular highlights. The Code of Conduct appeal in particular has led to really positive feedback from people in the wider community and an instantly improved and more workable relationship with the University Council in particular.

Coordinate and oversee all interactions by the Association with other student associations, media organisations, the University of Otago, the government of New Zealand, local authorities and any other external organisations and their representatives: This is the most important and time consuming aspect of my job. I have endeavoured to establish good working relationships with a vast array of relevant people in



different areas of the University, with Presidents from other Students' Associations, Club Presidents, local and national MPs, The Mayor, The University Council etc.

It has been a goal of mine to improve relations with the University and Dunedin Community. I believe I have established really good relationships with both the Vice-Chancellor and the Mayor and am confident that this will be crucial to OUSA achieving its goals this year. While this is hard to measure I have received a large amount of positive feedback from people in wider networks.

Within the University structure, three people I have been liaising closely with are John Price, the Director of Academic Services; David Richardson, the Director of Student Services, and Jan Flood, the secretary to the University Council and Registrar. So far they have been really helpful and supportive.

Maintain a good working relationship with the Otago Polytechnic Students' Association (OPSA) meet with them on a monthly basis and coordinate joint activities whenever appropriate and practical: Meegan Cloughly and I have a good working relationship and communicate regularly. Most recently, a joint meeting was held at OPSA with the University and Polytechnic Tertiary Education Union Representatives was held which was quite valuable.

Be the Association's representative on relevant external boards, committees or executives. I represent students on: Council of the University of Otago (including the Finance and Budget and Capital Development sub-committees and Academic Appeals Board), Senate, Ethical Behaviour Committee, New Zealand University Students' Association Federation Executive; Student Job Search National Caucus.

I have attended all meetings so far to ensure student viewpoints are put forward. The University Council meetings have gone well so far, one of which the executive was invited to lunch beforehand. I have endeavoured to liaise with Victoria Nicholson (the other student rep on council) and Simon Wilson (2009 Student Rep) before each meeting and be organised and prepared. I have also met with Jan Flood, the Secretary to the Council and registrar on a number of occasions, as well as Sir Professor David Skegg, Mayor Peter Chin, Grant McKenzie and John Price to discuss issues and clarify papers in order to be well prepared. Important issues that have come up at Council and may become bigger issues over the coming months include discussion around the Code of Conduct and OUSA relationship, alcohol and student behaviour issues, increased numbers of enrolled students and the impact that will have on students, policy changes changing medical certificates and the academic progress policy.

Hold membership of all internal committees of the Association: I have endeavoured to attend all internal committee meetings where possible, especially the Welfare committee, Education Committee, Policy Committee, Campaigns committee, promotions committee, grants committee, Finance committee. This has been crucial to internal communication in the organisation. I would like to see improved two-way communication between the operational and 'political' sides of the organisation by inviting more staff to be part of the internal committee structure. Internal communication is something that I feel needs more formalised process. The first step was to implement an internal reporting structure similar to that of the University where by written reports from all external boards/committees that the executive sit on be presented to the relevant internal committee where they are discussed and fed up to the executive for noting with minutes.

Another internal communication tool I have tried to initiate is structured but informal discussions on issues outside of executive meetings so that exec understands and discusses issues fully before they make decisions or are in front of Critic. The idea of this is to have frank and open debate/discussion of issues and allow time for ideas to develop and sink in before a meeting where exec must vote. However, it has been difficult to get the executive together in a more social setting and convey the importance of discussion on issues when everyone has such hectic schedules.



I have been appointed as a Director of: Planet Media Dunedin Limited; UniPol Recreation Limited; and University Union Limited and have attended all meetings except for one UUL meeting where there was a mix up with timing. Luckily James was there.

I have chaired all meetings of the OUSA Executive, ensuring that all members and student media outlets are advised of meeting times, that the agenda is prepared and circulated beforehand and that the standing orders of the Executive are adhered to.

Ensure that an adequate level of consultation between the President and the Executive is maintained on all relevant matters of interest to the Association: I have endeavoured to discuss all relevant issues with the executive and gather their opinions before acting to represent the Association on issues.

Prepare a regular report for the Executive of all relevant matters of interest to the Association and detailing functions performed: As well as quarterly reports I have been giving verbal reports at each meeting, and when time settles down I hope to provide a monthly written report also.

Maintain a good working relationship with the Finance and Services Officer, the Education Officer and the Welfare Officer and liaise with them on a daily basis: I have been attempting to meet the Officers weekly at a regular time and liaise with the officers on a daily basis.

Maintain a good working relationship with all other members of the Executive and endeavour to meet with them individually on a monthly basis: I see many executive members very regularly and try to stop and chat to touch base wherever possible. I have also started having one on one meetings with each executive member and will continue this in to the second quarter, as I am yet to meet with every single executive member.

Coordinate and oversee any political campaigns undertaken by the Association, actively seeking to inform the student body and general public on student issues and concerns: See above. I have coordinated the VSM campaign as well as carried it out. I have worked really hard to actively inform the student body and general public by way of ensuring an email was sent to all students, organising a debate, advertising the issue on campus, contacting local and national media to ensure it was covered (Critic and the ODT had some particularly good coverage) and talking to as many groups and individuals as possible.

Be an ex-officio member of all affiliated clubs and societies: I have gone to the Affiliated Clubs Council and some club meetings and events wherever possible to meet with club presidents.

Oversee, in conjunction with the General Manager, those staff that report to the President; Supervise the General Manager on behalf of the Executive: I meet with the General Manager weekly but have contact with him daily.

Be available via cellular phone at all practical times: It took a number of weeks to sort out the cell phone plan, but being able to email from my phone has provided an enormous advantage as I am very rarely working from my office. It has meant I can be contacted very easily and respond swiftly to matters of urgent concern that are communicated in other ways than just calls. I can definitely say I would not have been able to manage my time nearly as well without it. I would recommend investing in good technology to anyone struggling with workload and time efficiency.

Work not less than forty (40) hours per week, from early January until late December: Not a week has gone by where I haven't worked far in excess of 40 hours per week. Referring back to section 32.1.2 of the constitution, I



have consistently gone far above and beyond the requirement to 'lead the Association in fulfilling its core functions and achieving its goals of advancing the educational, welfare, social, cultural and sporting interests of the members of the Association.' It has been an intense and busy quarter, but has been thoroughly enjoyable when things have gone well.

PART THREE: GENERAL

One of my goals coming in to the role was to increase communication with students and their participation and involvement in OUSA. The first initiative started this quarter was looking at our activities and seeing which ones overlap with things students are studying at University, and seeing if we can harness the skills of students outside of the exec and in return provide them with valuable work experience. The first initiative is getting students in a 400 level Advocacy paper to volunteer as advocates at the student support centre as part of an assignment. It has been set up, and I look forward to seeing how it works.

A further way to increase communication and involvement in our processes and thus better represent our students is moving to an online voting model for SGMs. Stephen and I have been working with a web developer to develop the technology to allow us to do so and the next step is to ensure implementing such a system would not breach any constitutional requirements.

I have been involved in a new initiative from the DCC in terms of housing standards which is still being developed.

I have also tried very hard to get to as many student and community events as possible to raise the profile of OUSA to the students, communicate with them on important student issues in order to best represent them and represent students in a positive light to the wider community. A recent highlight was the Otago Anniversary Day Dinner where the Mayor made special mention of the fact that I made the effort to attend and how important it is for students to interact with the community.

I have also been liaising with Aaron Thompson from Student life and some other groups to look at implementing various initiatives to provide more constructive activities for students in Dunedin other than drinking, and that involved the community. I will be working with Vanessa (events), the DCC and the University Council to pursue initiatives to provide more activities and opportunities for students, as well as initiatives to help curb the *harmful* effects of the drinking culture and perceptions around it.

GOALS/RECOMMENDATIONS

My goals are set out in more detail by the strategic plan, but to give a summary they are:

1. Increase communication and engagement with students. I hope to achieve this by coming up with a comprehensive communication strategy, sorting out internal communication strategies, including better exec reporting and more involvement from operations and strengthening lines of communication with wider networks. The first step is to develop a communications committee to review what we currently do and recommend strategies. It is also important to review how we engage our members in our democratic process as part of this.
2. Fiscal responsibility: as well as VSM contingency planning, it has been a goal of mine for a long time to reduce the student levy without compromising our service levels. The next steps are to formalize the finance and expenditure committee to review our financial position and ensure we remain financially sustainable.
3. Operational efficiency: the goal here is to implement better measures of satisfaction with and demand of our services to ensure we are doing what students want. The first steps are the reviews of Recreation and Events this year. As well as this, I plan to implement a better structure of communication between executive and operations in terms of budget setting and setting annual plans and KPIs.
4. Another key goal is to increase stakeholder support of OUSA. This is both internal and external. I would like to review how we engage our clubs (in particular I would like to better engage clubs that have overlapping functions with OUSA such as: sports clubs, faculty clubs and representative clubs). I would also like to build other student networks in to our structure and better support them. I would also like to provide more events and activities that engage the wider community and review our support for community organisations.
5. Activities I would like to see happen are:
 - a. More regular debates on key political issues throughout the year, not just VSM
 - b. A sporting exchange between Canterbury and Otago Universities with a showcase rugby game and gig
 - c. A market day style fair showcasing volunteer and work experience opportunities

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