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1<sup>st</sup> Quarter Report 2010  
Submitted 24-03-2010 at 10.30pm  
2740 words

## **PART ONE: CONSTITUTIONAL DUTIES**

The OUSA Constitution states that the Finance and Services Officer is responsible for the co-ordination and oversight of the legislative requirements, financial performance, commercial interests, and development, implementation and monitoring of the strategic and commercial goals of the Association. Personally I believe this is a rather ambiguous set of responsibilities. The extent to which my position is actually able to affect and control each of these aspects varies greatly with the structure we operate under.

To the best of my abilities, I have kept in regular contact with the General Manager and Secretary to ensure that the Executive is operating (mainly constitutionally) within the legislative requirements of companies and charitable legislation. This contact is almost certainly daily with the Secretary, and several times weekly with the General Manager. I have been briefed on the state of the Association accounts and am currently awaiting the results of our 2009 audit for scrutiny. I have checked with, and have total confidence in, our General Manager, who is operating within the various employment and health and safety legislation which governs our staff.

I have had several meetings with the General Manager to examine the state of our commercial assets at present, and it was agreed that this would be undertaken in a more rigorous process once we know our status in relation to compulsory or voluntary student membership. In terms of strategic goals, I have been an active participant in our development of the 2010 Strategic Plan, facilitating the training weekend in which our main discussions took place, and also making a brief commentary on the notes so far. Any commercial direction of the Association will come from this 2010 Strategic Plan once implemented. So far we continue to rely heavily on levies for our income, as our commercial revenue continues to slide. This is something I, and others, are looking to remedy in the coming months.

The OUSA Constitution also places upon my position the responsibility of assuming the President's powers should they be absent for one reason or another. Fortunately, this has not happened as of yet, and long may that continue.

## **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 Finance and Services Officer.

### **Applicable General Duties**

2.1.1. Assisting on the OUSA Help Desk: I spent many hours on the Help Desk inside the Link and on the Caravan during Orientation Week. My calendar suggests this was at least 20 hours, however I am certain that I filled in some other gaps as well. During this week I helped co-ordinate the "super-timetable", as well as play host to a bounty of furniture, fridges, blankets and bucket campaign goods in my office. Certainly, the main



commitment here was the sheer hours alongside my own personal Course Approval process and preliminary lectures.

2.1.2. Being harassment contacts: this was another very time-consuming aspect of Orientation Week, having lined up to do four gigs. This eventually was reduced to two, as I subbed out for one gig, and had "Are You OK?" not needed for a second gig. It was especially a big commitment when issues surrounding transport had the team bunkering down past 2:00am.

2.2. Be available for Executive meetings, national conferences, campaigns and Executive planning: I have attended every Executive meeting held so far, at times helping the Secretary to co-ordinate the agenda and take minutes. I took responsibility for organising the NZUSA January Conference, which in the recent past had been left to the President. This is not an enviable task, assembling 17 people from around the country (and world) for both a weekend of our own training and a week of NZUSA "training". This task is made even more difficult when trying to organise things economically, but without putting an unreasonable strain on our Executive members. This took me a lot of hours and work to organise, and though there were definitely a few cracks here and there, on the whole it worked out reasonably to plan. I have prepared a report on the "Conference Logistics" which I will circulate within the next couple of weeks for scrutiny.

In regards to campaigns, I am aware that the big issue is voluntary student membership and the "Save Our Services" campaign. Although I have taken a rather back seat role in this campaign, I would make it clear that I do support the campaign and its premise. I do feel though that we have such an excellent team on the ground here, that I do not need to take a leading role. It is difficult to balance a role such as my own, with study, and putting in physical, grass roots hours with campaigns like these. I hope to continue to make a contribution which is appropriate to maintain a good life balance.

In regards to training, I was in charge of organising the training weekend for the Executive prior to the NZUSA Conference. I felt this was a successful weekend, and again, though it had some cracks, was a worthwhile experience. Future recommendations for trainings like this one will accompany the general Conference Logistics Report. I would commend John for taking some Outlook training sessions after an obvious gap was spotted in our (new and virginal) 2010 Executive training manual.

2.3. Maintain detailed budgets for my cost centre: this is a tricky situation for me at present, as my cost centre includes the "Travel, Training and General Expenses" line, along with several others that I am ultimately responsible for – Campaigns and other such wonders. With people other than myself having access to these budget lines, it thus makes it rather difficult to maintain a detailed budget for these cost centres. I have been keeping track of expenditure though, and intend on drafting some policy and guidelines relating to spending (both the process of how we spend and what we spend money on).

### **Duties of the Finances and Services Officer**

4.1. Assist the President in his or her duties: at the beginning of the year I took over the organisation of the January NZUSA Conference and the OUSA Executive training, a responsibility usually placed on the President. My reason for doing so was that the amount of time it took was an unreasonable share of the President's ability to spread their commitments, and would result in an unnecessary distraction at an important time of the year. I hope that this has enabled Harriet to turn her focus to more pressing issues. Luckily for me, Harriet has not needed a huge amount of specific assistance as of yet, but I am always here to do so.

4.2. Assume the powers of the President: at this present time I have not been needed to fulfil this duty.

4.3. Be a member of various internal committees: I have been present at Standing Committee meetings in the beginning of the year when required, the Grants Committee has not met yet, and the Staffing Committee is generally redundant at the current time. The other Committee which I chair is the Policy Committee, which I will comment on later. Last year's Finance and Services Officer Mike Bridges sat in at the Affiliated Clubs Council meetings, but as I have faith in our Clubs and Societies Representative, and am not actually a member of the Council itself, I chose not to attend the meeting. I note that strengthened Executive motions surrounding consistent reporting to the Executive from Committees has made this decision a lot easier. The Governance Structure Working Party has not met yet this year. I have also attended the only Senate meeting this year, and am yet to discuss with the other members on Senate how to report back to the Executive, but intend on doing so in the next Officer's meeting. I have also been involved in a Student Allowance Review Board Hearing, which will be reported to the next meeting.

4.4. Oversee and administer the Association's business interests: I have kept up a clear and open channel of communication with our General Manager, to the point where we meet informally several times a week to discuss various items of information. As before, much of the discussion surrounding the Association's interests have been affected by the as yet unknown outcome of the voluntary student membership Bill, and so has been quite limited. I have a clear understanding on the position of our revenue streams and the steady decline it has been in recently, but also note the positive views ahead. I have also begun to organise the plethora of documentation, both electronic and paper, which past Finance and Services Officers have passed along. I intend on furthering this with the implementation of an Archiving Working Party, which would look at our processes of filing and archiving.

4.5. In conjunction with the President and Executive, formulate and implement a business strategy for the Association's holdings: again, this particular aspect of my job has been impacted by the proposed Bill, and any concrete decisions as to a business strategy will be made once that outcome is known. I have been encouraging and helping to develop our 2010 Strategic Plan which will help facilitate a sound business strategy.

4.6. Provide briefings on the Association's business interests when required: I have not yet been required to undertake this particular aspect of my job, however I am confident that I have a solid relationship with the General Manager and our Accounts team to be able to access the information I would need to answer such queries.

4.7. Monitor Association accounts and advise the Executive of any significant discrepancies: at this stage I am awaiting the final release of our 2009 audit to properly gauge any budgetary discrepancies, but I intend to produce a full report to the Executive on how the 2009 year went, especially in terms of Executive expenditure. I also intend on introducing (as indicated previously) some expenditure policy to ensure responsible spending of our members' money. I have already written several draft reports on key areas of expenditure I would like addressed and intend on addressing those issues personally in the coming weeks. I am aware that some people will not take kindly to any proposed tightening of the purse strings, but we should be accountable to our members.

4.8. Coordinate the preparation of the annual Association budget: while this does not strictly come into play until later on in the year, I have been considering areas of the budget for adjustment under our allowances before the first Student General Meeting. I have spoken to several people who also have recommendations for the budget, however I prefer to again wait until the results of our audit, at which point we should be able to adjust the budget accurately and with just consideration.



4.9. Help Executive Members to create and maintain their budget(s): this year I requested that the Executive budgets be submitted at the end of February, and was pleased that I had them all away to the Accounts team by mid-March, which is 3-4 months sooner than in previous years. I hope to implement some guidelines as to the process surrounding this as it was unclear at the beginning of the year what needed to happen. I am waiting on the coded budgets to return to pass on the relevant Executive members, and I intend on having Executive budgetary reports every quarter.

4.10. Be appointed as a Director: I have sat in meetings for two Boards I am a director of so far, University Union Limited and Planet Media Dunedin Limited, for which the Executive received reports. The University Book Shop Limited Board meets on Tuesday 30 March and I have authorised actions on the Electronic Voting Systems Limited Board in terms of fulfilling various legislative requirements.

4.11. Be an Association representative on the Student Job Search Regional Caucus: this is redundant, and should be dealt with when the Position Description Policy is reviewed.

4.12. Ensure that the activities of the Association are conducted in accordance with legislative requirements: please see above in Part One.

4.13. Produce and review internal policy: this has been the biggest area of production for me so far this year. As Chair of the Policy Committee, we have recommended seven policies which were successfully ratified by the Executive so far (compared to twelve in the entirety of last year). These include an important addition to the Elections Policy in the form of tie provisions, an investigative committee, the 12-month saga of the Affiliation Policy which finally came to an end, and the Reporting Policy which this report adheres to. At this time there are two currently awaiting being sent to the Executive, and various important policy projects in the pipelines: an Archiving Working Party, review of the Job Descriptions Policy, an Executive Code of Behaviour Policy, an Ethical Behaviour Policy, Confidentiality guidelines, a Travel Policy and various committee terms of references which should add shape to the organisation. Along with this, a policy pertaining to the production of internal policy is in the works, which should make the entire process more accountable and efficient. I am impressed with the dedication and enthusiasm of the committee members and look forward to a productive second quarter as well.

4.14. Seek advice from the Honorary Solicitor and the Association Auditors: I have sought advice from our Solicitors once so far this year in relation to our Elections Policy, but I am currently reviewing how we can best utilise their services in our upcoming battles. I also organised them to come in during our training sessions to provide some expertise on governance and management, and also on professionalism in the workplace.

4.15 Meet weekly to oversee the functions of the Clubs and Societies Representative and the General Representatives: I have previously expressed my concerns that I may be failing my fellow relevant Executive members in this regard. While I certainly have weekly contact with each of the concerned members, there is nothing in place yet in terms of a routine, formal ritual. I have suggested to the concerned members that this would be a good undertaking, and I hope to start producing a more formal interaction. In saying that, I have interacted extensively with each of the members, and am incredibly impressed at the volume of work they are producing.

4.16. Affiliate clubs and societies: we have had two club affiliations this year and one pending. I have worked closely with our clubs and societies representative in this process, and have regular contact with our Clubs Development Officer to keep in touch with what is happening in regards to clubs.



4.17. Be available via cellular phone at all practical times: I have set up call forwarding from my work phone to my personal phone, so that during reasonable hours I can both take calls and respond reasonably quickly, and after hours I can still take calls if necessary. I have only been unable to be contacted twice this quarter – once when the work phone was broken, and the second time when an after-hours call was missed.

4.18. Be a part time student and work not less than twenty hours from early January until late December: I have definitely worked at least 20 hours per week, every week, since beginning this role on January 1. I have not been away from Dunedin except on OUSA business, and began working in the role from late last year.

### **PART THREE: GENERAL**

While I appreciate the need for a section to convey the activities undertaken outside of the position description when position descriptions are light, I feel it unnecessary (and unable due to word limits) to add these in here. This is because that although other activities were plentiful and time-consuming, but I feel I have fulfilled my job requirements regardless of them. I would like to think of them as simply part of what happens when you take on a position like this. I would, however, like to mention the 3 months of work I have put in so far with our Satellite Campuses and their funding.

I would also add that although my office hours have fluctuated somewhat during the past quarter, I keep regular contact hours from 1:00pm to 2:00pm Monday through Friday, but I am generally always in the office if I am not at class or at lunch.

## GOALS

### 1. Satellite Campus Association support.

OUSA has members studying in Wellington, Christchurch, and Invercargill who we strive to support in ways which differ to our students on campus. The main arrangement we have is a levy refunding agreement with representative associations in each of the centre – WMSA, CMSA, PSOC and SCSA. I would like to achieve the following in regards to these members:

- Assuming we defeat VSM, arrange a consistent method of levy refunding so that the associations have a constant and accessible flow of funds.
- Negotiate with other campus associations to allow our members to access some services.
- Put in place procedures to ensure that Satellite Campus Association Presidents can some formal recognition and legitimacy as OUSA representatives.
- Should we not defeat VSM, assist the Satellite Campus Associations in how they will manage their affairs after their funding will be cut.

### 2. Comprehensive internal policy review.

PolCom this year so far has been a robust and efficient beast. I intend to carry this on and aim for a comprehensive review of policy so that the Association is operating efficiently and effectively within its guidelines. To that end, I intend on accomplishing the following:

- Implementing a policy which guides the policy formation, amendment and review process.
- Continue to hold regular, well-organised meetings and well circulated discussion on policy.
- Review, update, and rescind outdated policy, creating an Internal Policy resource which acts as a reference point for our members and ourselves.

### 3. Implement a robust archiving and filing system.

OUSA still operates on largely a paper-based, ad hoc folder and box based filing system. I would like to see the implementation of an Archiving Working Party so that OUSA can:

- Implement up-to-date systems of document archiving and filing.
- Readily access any relevant historical documents for reference.
- Fulfill its obligations under the Sustainability policy by reducing needless waste or paper and resources.

### 4. Reduce the operational budget deficit.

In 2009 the budget deficit (before a proper audit) stood at around \$160,000. It is sensible, and necessary to reduce this:

- Look at how Executive can streamline their spending in a sensible manner.
- Look at our current levy structure and how effective it is, and what changes may need to be made if VSM comes in.
- Look at other areas in the Association where we can minimise expenditure and maximise income.

### 5. Implement a comprehensive handover and training system.



Earlier this year I organised as very beginning type training. I would hope to strengthen this and place some procedures surrounding handover and training, perhaps leading to less reliance on NZUSA to provide training:

- A comprehensive training manual with everything you need to know about the day to day functioning of OUSA.
- Comprehensive handover procedures so Executive members can hit the ground running.
- Improvement to the organisation of training sessions and professional development of Executive members.

488 words.