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2nd Quarter Report 2010
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

4.1. Assist the President in his or her duties –the President is doing a stellar job so far and has not required much assistance at all. I intend on continuing to perform the role of the Finance and Services Officer to the best of my capabilities, including being available at any time to offer help where needed.

4.2. Assume all the powers and duties of the President in his or her absence – the President was away for approximately a week over the University Games period and as such I stood in as acting-President, taking a total of 6 calls on one Tuesday morning and writing a column for Critic. I have also stood in for her at a Unipol Board Meeting when she was out of town.

4.3. Be a member of:

4.3.1. Standing Committee of the Executive – I have thus far attended all Standing Committee meetings.

4.3.2. Staffing Committee – luckily, this Committee has not been required thus far in my term.

4.3.3. Grants Committee – I attended the first two Grants Committee rounds, and their 8am starts. I was absent (apologies noted) from the third round due to internal assessment requirements, but I am overall happy (much like the recipient of the Grants) with the effective functioning of this Committee.

4.4. Oversee and administer the Association's business interests – I am now not comfortable with the wording of this part of the description. While you could say I do technically oversee the Association's business interests, I do not administer them at all – that is the realm of the General Manager, with whom I maintain a close working relationship. This is how I keep my oversight, and is enhanced by my position on the Finance and Expenditure Committee, which ensures this oversight extends to future planning. I have in this quarter given the Executive shared drive a tidy up, and maintain a source of templates to ensure that all relevant documentation is filed and accessible.

4.5. Formulate and implement a business strategy for the Association's holdings– again, now that I am further into this role, it appears that this is something that I am not asked to do.

However, there are various dealings with funds that I do exercise some discretion over. In relation to investing funds in our Satellite Campus Associations we have successfully put payment through for WMSA and CMSA, are in the invoicing process for SCSA, and are awaiting a final official count of postgraduate numbers in Christchurch for PSOC. This would have to be the earliest in recent history this has been achieved. Along with this I have created an Excel document to easily calculate the levies which need to be passed on to those Associations, as well as producing a substantial handover document describing the entire process. I have also resolved issues surrounding postgraduate Christchurch students being levied in an incorrect manner and have ensured that PSOC will receive the correct remuneration for them.

We have processed around two-thirds of the NZUSA levy payment, and both of the USNZ and SJS levy payments to date. I have directed that OUSA's interests the UUL company's term deposits remain and that

those deposits are sensibly kept on 6 or 12 month terms. I have passed along a business opportunity to Planet Media surrounding a new electronic swipe card ticketing system (<http://www.1-night.co.nz>), am advising the Executive on an investment in branded OUSA tokens for future use, and have recently freed \$600 from a defunct Otago Women on Campus account, to be held on trust.

4.6. Provide briefings to the President and Executive on the Association's business interests – this April I, along with the General Manager, presented the 2009 audited accounts to the Executive. This process went very smoothly and we were impressed by the level of understanding and questions asked by the Executive. These accounts were received by the Student General Meeting held in May.

4.7. Monitor Association accounts compared to budget, and advise the Executive of any significant discrepancies – a substantial amount of my time is spent signing of expenditure weekly, and bulk payments fortnightly on Fridays, which I must be on hand to do. This includes making sure that there are no irregularities in spending across the Association, and seeing that a process is in place to audit credit card usage.

I have been made aware that an unforeseen cost of photocopying comes out of an Executive line, and so I am working to iron out that allocation in the 2011 budget setting process. I've also highlighted some peculiarities with the Grants rollover process which we will resolve at the next Grants Committee meeting, and am about to start going over some of last year's spending breakdown in order to question some odd spending.

4.8. Coordinate the preparation of the annual Association budget – this process will start at the end of June when the General Manager meets with staff to explain the process. This year, both staff and Executive will be asked to justify their budget in line with the OUSA Strategic Plan. I plan to meet with the General Manager to establish a timeline and give the Executive a budget process rundown on a day prior to the July NZUSA Conference in Dunedin.

This quarter did see the budget-revision process, and some lessons well learnt. I am currently creating a series of handover documents which will outline the best way to approach this process to ensure maximum preparation and consideration is given to important financial matters.

4.9. Help Executive members to create and maintain their budgets – this quarter saw the distribution of 2010 budget lines to the Executive. I intend to make sure this process now happens at the end of the year prior, so that the Executive can go straight into their positions and access funds. I took charge of the donations situation and ensured that the Community Law Centre received an increase of \$1,500 this year, and I also ensured a \$500 donation was made to the Otago Chaplaincy Board in recognition of their support of OUSA and our members. I have spent a significant amount of time with the International Students' Rep sorting out the crossover procedure to Events with regards to the International Food Festival, as well as assist Executive members in allocating flight bookings to their appropriate lines.

With regards to cost centre controllers, I have sent out one request for a fortnightly update, which fell on deaf ears, and a second request for monthly updates and a projected month's expenditures from all cost-centre controllers, though the response rate was poor. I intend on getting this practice into place from next semester, as it is a responsibility of any Executive member with a budget to keep and maintain an accurate and up to date budget.

4.10. Be appointed as a Director of:

4.10.1. Planet Media Dunedin Limited – this board met once this quarter, and although there were some positive signs, I am concerned that the company is projecting to run at another deficit. The Board has yet to decide on what steps should be taken.

4.10.2. University Union Limited – this board met once this quarter and it is business as usual. I organised for the Board and the architects of the proposed redevelopment to meet with the Executive and allow them a better understanding of the project. The meeting was very successful, and the company wished to acknowledge that.

4.10.3. Electronic Voting Systems Limited – with the recent upgrade of our voting system, I feel the end is drawing close for this company. I have not needed to undertake any action as a Board member this quarter.

4.11. Be an Association representative on the Student Job Search Regional Caucus – this no longer exists.

4.12. Ensure that the activities of the Association are conducted in accordance with any legislative and procedural requirements – so far this quarter this has amounted to some common sealing of documents, and signing the amended Constitution.

4.13. Produce and review internal Association policy – the Policy Committee has been going very well this quarter prior to exams, and has produced good quality, necessary policy. The most important of which perhaps is the Policy Development Protocol, which codifies the processes we follow to create, amend and rescind policy. This quarter has seen the rescinding of all obsolete policy, all policy prior to 2000, and the creation of six new policies. I have also completed an index of all internal policy current and past, and am in the process of updating it graphically and compiling it into one Internal Policy Booklet.

Along with this process I have requested feedback on the Reporting Policy from the first two quarterly reports, and on the Executive Job Descriptions, which are increasingly out of date and out of touch. From this I intend to produce a report with recommendations for changes which should solve most of the problems around the reporting process.

I submitted a Conference Logistics Report with recommendations to the Executive which detailed the costs, trials and tribulations of organising the NZUSA Conference.

4.14 Seek advice, when appropriate, from:

4.14.1. The Honorary Solicitor – I keep an open a friendly relationship with our Honorary Solicitors and have recently been asking for advice on conflicts of interest with regards to the reporting process.

4.14.2. The Association Auditors – I have not had the need to talk to the auditors thus far.

4.15. Meet weekly to oversee the functions of the:

4.15.1. Clubs and Societies Representative – I see the Clubs and Societies Rep almost every day and we are in relatively constant communication of club affiliations and other club related issues.

4.15.2. General Representatives – I have been improving in this area by sharing an office with one of the General Reps and seeing them almost every day. I am still working on creating something more routine for all of us to have as a catch up kind of time.

4.16. Affiliate clubs and societies – currently there is a slight backlog of clubs awaiting approval due to constitutional and personnel issues within the clubs. I continue to work with the Clubs and Societies Rep and the Clubs Development Team to ensure these issues are dealt with promptly.



4.17. Be available via cellular phone – I still have my phone, and I respond to all messages I receive, even if I miss a phone call.

4.18. Be a part time student and work not less than twenty hours per week – I am beginning to find a better balance in hours, but I would still say that I work in excess of the twenty hour requirement due to the sheer amount of time it takes to do some basic, mundane tasks like signing cheques.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

I have included only the relevant sections here.

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2.1.3. Collect for the capping charity during the capping parade – unfortunately due to timing of large assessments around two weekends and a close friend graduating the other, I could not spare any time for collecting.

2.1.4. Assisting with elections and referenda – I manned a polling booth in the recent by-elections, and during the SGM was a loan chair un-stacker for a while. During the SGM I also spoke to the procedural motions which needed passing.

2.2. Be available for Executive meetings – I have attended every Executive meeting.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

University Senate – I have attended all three Senate meetings to date, including speaking often during the discussion on limited entry.

University Book Shop Otago Ltd – This Board has met twice and company continues to show steady and positive results.

Membership Committee – this Committee met in early April to determine two conscientious objectors and two hardship applicants. All four applications were declined by the Committee as they did not reach the basic standards set out in the policies the Committee were bound by.

Finance and Expenditure Committee – I have attended all the meetings of this Committee so far, however most of its content is confidential.

Governance Structure Review Working Party – I was the impetus behind the prompt organisation of a review that the Working Party had been long overdue having. Although I missed the last day of the review due to illness, I was happy with the direction everything was heading in. My congratulations to the other members of the Working Party who made such an ambitious review happen.

Digital Archiving Working Party – I organised the first meeting to elect a chair and have a quick talk about the roles we will be undertaking. A further meeting has been set down to assign members' tasks and begin the review process.



Investigation Committee Appointee – I was delegated the task of taking of the organising of this Committee, and although I can report very little, it is looking promising that the investigation will be under way shortly.

OUSA Recreation Unit Review – this review is currently taking place over three days.

PART FOUR: PROGRESS ON GOALS

Satellite Campus Association support – this is progressing well. I have produced a document detailing the history of the Associations and the procedures we currently follow. I have also produced funding for the associations earlier than ever before.

Comprehensive internal policy review – having completed the Internal Policy Index, the next step is to compile an Internal Policy Booklet, and also to update the website to present the information in a more user friendly manner.

Implement a robust archiving and filing system – having seen the implementation of the Digital Archiving Working Party, I would like to see that continue and succeed in recommending a system that will make access to documents far easier.

Reduce the operational budget deficit – changes I made in the recent budget revision saw the budget deficit fall by around \$15,000. A comprehensive look at the budget for 2011 will hopefully see this come as close to break even as possible.

Comprehensive training and handover – the handover documents are in progress, and I will be using the reports presented to the Executive as bases for a positional handover document. I am wary of the changes VSM will bring to these processes, and as such am assuming things will stay as they are for the time being.

PART FIVE: GENERAL

Some of the things which I have been doing, but don't seem to fall under any other umbrella include:

- Assisting our Accounts Manager with her garden;
- Being the representative at our laying of the ANZAC wreath on ANZAC Day;
- Proof-reading the secretary's minutes;
- Keeping Critic honest in pointing out they had made substantial errors in reporting my first quarter report;
- Twice assembling the Executive meeting agenda in the Secretary's absence;
- Writing an alternate Capping Show Skit;
- Supporting a Student General Meeting Motion to be able to abstain from vote; and
- July 12 ManDay.