



Michael Anderson
Sciences Divisional Representative
2st Quarter Report 2010
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PART ONE: EXECUTIVE OFFICER POSITION DESCRIPTION DUTIES

- 7.1 Assist the Education Officer in the implementation of University Senate Policy on Class Representatives by:
- 7.1.1 Assisting in the recruitment, training and support of class representatives within her or his division;
 - 7.1.2 Maintaining regular contact with class representatives in her or his division via email or other means; and
 - 7.1.3 Encouraging regular departmental meetings with class representatives, and attending these meetings whenever possible.
- The majority of this duty is carried out by the Education officer in conjunction with the Student Support Centre; as a result I have not participated in class representative work during the second quarter. Class representative work is expected to play an increased role in the third quarter during class representative training period that happens at the beginning of semesters, similar to the first quarter report.
- 7.2 Attend all meetings of her or his Divisional Board and express the Association's viewpoint on any relevant issues.
- Most of the Sciences Academic Board meetings scheduled during this quarter have been cancelled due to a "lack of business", though I have attended all but one of those held. The one meeting that was missed was due to a last minute time clash with organised exam study, although my input was received through the standing committee meeting held the week beforehand and also included a written letter of support for the addition of a new postgraduate certificate of technology and entrepreneurship.
- 7.3 Maintain a good working relationship with the Pro Vice-Chancellor of her or his division, and endeavour to meet with her or him on a monthly basis.
- I have seen the Pro-Vice Chancellor of Sciences Keith Hunter at the Sciences Academic Board meetings, further meetings with Mr Hunter would be unnecessary with the "lack of business" within the sciences division during the second quarter.
- 7.4 Display advertising material of personal contact details and office hours around the teaching spaces of her or his division.
- I do not display my personal contact details and office hours around the teaching spaces. My contact details are available on the OUSA website and my facebook page.
- 7.5 Maintain links with, and assist, affiliated bodies within her or his division.
- I have met Julian Peat and Logan Elliot of the Applied Sciences Students' Association a number of times this semester, particularly to discuss an upcoming event we wish to put on at the beginning of the second semester. The event is looking to be a social get-together on a boat (booking pending) aimed at science and commerce students.

- 7.6 Ensure that information is shared with appropriate OUSA staff on academic issues within her or his division.
I have shared relevant information with OUSA staff on a number of occasions; this included informing the Education Committee of the finalised changes to the Department of Design and the proposed post graduate certificate of technology and entrepreneurship.
- 7.7 Maintain a good working relationship with the Education Officer, proactively bringing issues from her or his Division to her or his attention, and meeting with her or him on a weekly basis.
I continue to see Stephanie Reader on a daily basis around the office and attend all scheduled Education Committee meetings. I also organised a meeting to discuss the post graduate certificate proposal and related items from the Sciences Academic Board.
- 7.8 Be a member of the Education Committee.
I continue to be a member of the Education Committee and maintained by perfect attendance record for meetings, this including submitting agenda items and using the committee as a sounding board to bounce ideas with other members.
- 7.9 Maintain a reasonable balance between division specific work and general OUSA work.
I have managed to balance my sciences specific workload and general OUSA work easily; this was due to the lower workload within the sciences division this quarter.
- 7.10 Work not less than ten (10) hours per week.
My working hours this quarter have been a bit more sporadic this quarter, with assignments cutting into my working weeks on occasions. This is more than balanced out with much more than ten hours spent in the alternate weeks and can confidently say I have continued to achieve my 10 hour a week expectation.

PART TWO: GENERAL DUTIES OF ALL EXECUTIVE MEMBERS

A number of the general duties listed under the OUSA constitution are not applicable to my position and/or are outdated. The following lists all applicable duties and their relevant fulfilment.

- 2.1.4 Assisting with elections and referenda where appropriate, including advertising, collecting and counting votes; and
I helped out on the OUSA polling booth in the Link during the by-election for a new post graduate representative and a new health sciences representative. This was for a couple of hours one afternoon during the election period.
- 2.2 Within reason, Executive Officers are expected to be available for Executive meetings, national conferences, national and local campaigns, Executive training and Executive planning.
I have attended all executive meeting this semester, right up through the exam period, including once when I was very sick. In terms of campaigns I was able to help out during healthy lifestyles week, where I handed out baked potatoes with beans and sour cream, I also participated in the bike race throughout the University to promote healthier forms of transportation – it should also be noted that I won this race.
- 2.3 All Executive Officers with control of budget lines are expected to maintain detailed budgets for their cost centres, and not significantly exceed their budgeted expenditure.



During budget setting I was successful in my submission to increase the divisional representative budget line from \$1000 to \$2000; this allows greater flexibility amongst the divisional representatives who chose to run events throughout the year. It was noted from the previous year that \$1000 spread between four divisional representatives was too little. To date I have not spent any of my budget line, but plans have been underway for a number of weeks to hold an event in September involving OCOM, ASSA, Katie Bryan and myself. Details of the event are to be released at the beginning of the next semester.

PART THREE: ATTENDANCE AND INVOLVEMENT IN OUSA AND UNIVERSITY COMMITTEES

OUSA:

Executive

I have attended all executive meetings this semester; this has included submitting a couple of agenda items and participating in the "survivor style" election for the final position on the Finance and Expenditure Committee.

Finance and Expenditure Committee

I have attended all meetings of the Finance and Expenditure Committee, although have been late for a couple due to clashes with extended class times. Most of the content is confidential and so cannot provide further detail.

Policy Committee

I have attended the vast majority of the Policy Committee meetings, although a couple have been missed due to miscommunication. Current work is still underway on my Travel and Expenditure Policy undertaken at the beginning of the year, I hope this to take shape during the free time I should have during the semester break.

Education Committee

I have attended all Education Committee meetings. I have found this committee to become more and more rewarding as a place to have discussions around all educational matters, including the effects of the proposed governance structure changes on class representatives.

Welfare Committee

I have attended the vast majority of Welfare Committee meetings. I believe the work this committee continues to achieve probably has the greatest effect on students and their attitude towards OUSA.

Environmental Committee

Following the changes put through last quarter to move these meetings to monthly I have since held one Environmental Committee meeting. Unfortunately this had a very low turnout of four members despite a large number of executive and outside parties expressing interest. Plans are to hold the next meeting in the beginning weeks of the next semester.

University:

Sciences Academic Board

As mentioned earlier I have attended all but one of the meetings for this board, passing on information and changes at the OUSA Education Committee.



Health Sciences First Year Board of Studies

This board has not met during the second quarter. The next meeting is scheduled for 1 July and will be included in my next quarter report.

Environmental Sustainability Advisory Committee

I have attended all but one meeting of this committee. This committee is by far the most rewarding board I sit on and has involved meeting with staff outside the meeting times. I am currently working on formulating the committee's recommendation to the vice-chancellor regarding changes to the travel and transportation policy at the University.

PART FOUR: PROGRESS ON GOALS

Raise the profile of the Environmental Committee amongst both the University and students.

I have chaired one Environmental Committee meeting in the second quarter which had a relatively low turnout despite many accepting the invitation to attend. I will continue to hold meetings for the follow quarters and hope this begins to pick up.

Assist in the promotion of other environmental events that arise throughout the year.

There has been little in the way of international or national environmental events relevant to students for promotion, although I will continue on this in following quarters.

Assist in VSM related events run on campus.

I wrote a personal submission against Voluntary Student Membership during the second quarter, but chose not to follow it up with an oral submission as I would only be reiterating what I had written.

Help ensure communication stays open between the University and design students regarding restructuring changes.

I took part in the design protest outside the clocktower building before the meeting of senate, of which made it onto national news (I was on TV holding a banner). I have also attended meetings at the Department of Design to help them formulate the best approach to the impending closure.

PART FIVE: GENERAL

Student General Meeting

I seconded a number of controversial motions which opened up some very interesting debate around dated external policy. I also lent a hand in the pack up of the SGM seating and marquee which took longer than expected and would like to commend Imogen on a very well organised meeting.

FLOW Movie Screening

Again I helped with the packing up of the movie screening, also handed out fair trade chocolate to those attending. At a near capacity Apollo theatre this event was a great success and would like to commend John for his efforts in organising this with the assistance of Rosalin and Shonelle. I look forward to similar events and will gladly help out in a greater role next time.

Bottle Buy Back



I spent a couple of hours on market days assisting with the bottle buy back event, this involved counting a large number of bottles and then multiplying the number by 10c. With a large number of bottles handed in I hope this event continues to run in the following quarters too, keep it up Claire!

SGM changes

I put together a proposed flow chart for changes to the external policy setting structure which was able to get executive approval in principle. The proposal looks to overhaul of the entire structure and running of Student General Meetings.

Graduation

I attended two graduations during the second quarter, this involved holding an OUSA banner at one and holding the University of Otago flag at the other. I was also present on stage for the second graduation ceremony and got to practice wearing robes and drinking wine for when I graduate at the end of 2010.



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