



Quarterly Report

University of Otago Pacific Islands Students' Association

Quarter	#3 (July - September)
Role	Events Coordinator and Public Relations Officer
Submitted	Friday 4th October, 2024
Accepted	XXXX

The purpose of this Quarterly Report is to allow the Officer to meet their responsibilities outlined in Section 31 (Reporting by Executive Officers) of the Constitution. Given that this report is accepted by the Executive as a true and accurate record of the Officer's contributions to UOPISA this quarter, the Officer will be eligible to receive remuneration at rates stipulated by the annual budget and according to the *Policy for Executive Honorariums*.

PART ONE: CONSTITUTIONAL RESPONSIBILITIES

Section 27: Responsibilities of Executive Officers

Events Coordinator

- 1. The Events Coordinator is responsible for the organisation of core operational events held by UOPISA. These include, but are not limited to, the annual Leadership Weekend, Pacific Awards Night and Annual General Meeting.*

Over the past three months, I have engaged in numerous discussions with the rest of the executive team to plan and organize the Pacific Awards Night. In addition, our treasurer, Millie Mo'unga, and I met on several occasions to finalize key aspects of the event, including catering, decorations, and other essential details. We also consulted with external service providers, such as Gravity Events and DVML, to explore potential services that could enhance the overall experience of the event.

- 2. The Events Coordinator must aid in the responsibilities of the other Executive members when necessary. The Executive may set policies expanding the responsibilities of the Events Coordinator, provided the policies are consistent with this Constitution.*

The first month was relatively quiet, as there were few events to plan during that period. However, I ensured that my team was aware of my availability to assist with any tasks as needed. During this



time, I temporarily took over responsibility for merchandise from our Vice-President, Josephine Ripley, who was on an internship in a different time zone.

Public Relations

- 1. The Public Relations Officer is responsible for coordination and oversight of public affairs of UOPISA and will be the communication point between UOPISA and external and internal stakeholders.*

Throughout this quarter, I have successfully completed several tasks that align with my responsibilities as the Public Relations Officer for UOPISA. These include:

- 1. Creating Promotional Materials for UOPISA Events**

As Public Relations Officer, one of my primary duties is to ensure that students, staff, and the wider community are informed about UOPISA events and initiatives. I have created posters to promote key events such as the Pacific Awards Night, Pacific Week, and the UOPISA merchandise launch.

- 2. Supporting Other Student Associations**

It is also essential in my role to support and share the events of other student associations to increase engagement, as both students and staff follow the UOPISA Instagram account. I have shared events from Pacific and Māori associations and attended several Pacific association events, sharing updates via the UOPISA Instagram story to further promote their activities.

- 3. Managing Inquiries**

I often receive direct messages through the UOPISA Instagram account from students inquiring about upcoming events or the recently released merchandise. I respond to these inquiries professionally and ensure that all communications are kept confidential.

- 2. The Public Relations Officer is responsible for handling all aspects of planned publicity campaigns and PR activities. This includes developing PR campaigns and media relations strategies, editing and updating promotional material and publications (brochures, videos, social media posts etc, serving as the Association's spokesperson as deemed appropriate and necessary by the Executive, and seeking opportunities for sponsorships and funding.*

As the Public Relations Officer, I am responsible for creating and managing all content for UOPISA's social media platforms.

- 1. Poster Creation**

All posters are designed using Canva, an application that offers a variety of templates, making the design process efficient and effective. Before posting, I always ensure that drafts are shared with the executive team for their review and approval. Although I hold



the Public Relations Officer role, everything I post represents UOPISA as a whole. Seeking feedback from the team allows them to review the content, identify any possible errors, and ensure that nothing is out of place before it is shared publicly.

2. **Instagram Takeover**

Recently, UOPISA conducted an Instagram takeover during Pacific Week, leading up to the Pacific Awards Night. This initiative was crucial in increasing engagement with our student community by highlighting the events of our member associations while simultaneously promoting UOPISA's own event. This strategy effectively fostered a stronger connection with our audience and encouraged wider participation.

1.1. Executive Officers should endeavour to attend other events of the member associations, where possible and appropriate. This will ensure the Executive Officers maintain relationships with the Pacific community.

Student Member Association Events I have attended:

- a. SSPIA Semester 2 Welcome
- b. OTSA Bake Sale
- c. OTSA Kava Workshop (although I was only there at the beginning)
- d. BOPSA Sausage Sizzle
- e. OSSA So'otaga Student Conference in Hamilton
- f. OSSA x OPICSA x BOPSA Pot Plant Painting
- g. OTSA x ONSA Movie Night
- h. SSPIA x PIHPSA Spin Class

General Responsibilities

1.1. Executive Officers should support each other in their roles and duties where appropriate and necessary, without compromising the responsibilities of their own role.

During this quarter, I actively participated in all scheduled meetings, with the exception of three. In these meetings, I consistently provided valuable feedback and thoughtful insights, contributing meaningfully to the team's strategic discussions and decision-making processes.

In addition to my core responsibilities, I proactively offered my assistance wherever necessary, ensuring that all tasks were executed with dedication and competence. Throughout, I managed to balance these additional responsibilities while maintaining a high standard of performance in my primary roles as Events Coordinator and Public Relations Officer.



- 1.2. *Executive Officers should attend, where possible and appropriate, the Annual General Meetings of the member associations. When representation is not possible, an apology should be sent to the member association on behalf of the Executive.*

I was unable to attend the first AGM of this quarter due to prior commitments. However, I fully intend to participate in the remaining AGMs scheduled for this month.

PART TWO: PERSONAL GOALS AND PROGRESS

Use this section as an opportunity to discuss the personal goals you set for this quarter. How are you tracking and what are the next steps? It's important to discuss how your personal and leadership attributes have developed since stepping into your role, and to keep measuring their growth throughout the year.

Reflecting on the last quarter, I am pleased to have achieved the goals I set for myself. For the upcoming quarter, I plan to continue pursuing these objectives for the remainder of the semester.

Looking ahead to the duration of my tenure, I have set a specific goal to focus on enhancing the UOPISA website. This will involve adding new photos, updating our member associations' constitutions and logos, and making minor adjustments to the website. Although I had intended to work on the website throughout the year, balancing academic responsibilities, assignments, social life, and this task proved challenging. The website remains a complex system to navigate, but I am committed to prioritizing its updates before the new year begins.

PART THREE: GENERAL COMMENTS

Use this section to discuss the extra service you do in your role or to provide more detail on your executive responsibilities. For example, have you contributed to a working group or sat on an advisory committee? Have you met with your member associations or met with external parties? Have you attended member association events on behalf of UOPISA or attended professional development courses to improve your leadership skills? It is important to keep track of your workload and the many ways you are contributing to UOPISA and the Pacific community.



This quarter, I had the opportunity to meet with the executive team of the Otago Niuean Students Association (ONSA) for the first time. During our meeting, we discussed their upcoming AGM, and I provided guidance and insights on how it should be conducted, while also assisting with their constitutional amendments. I am honored to have been asked to chair their AGM and look forward to fulfilling this role.

I am still awaiting responses from my other mentee associations to confirm whether they require assistance with their AGMs.