



# Quarterly Report

University of Otago Pacific Islands Students' Association

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**Quarter** 3 (July to September)  
**Role** Vice President  
**Submitted** Monday 7 October, 2024  
**Accepted**

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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 UOPIISA 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*.

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## **PART ONE: CONSTITUTIONAL RESPONSIBILITIES**

### **Section 27: Responsibilities of Executive Officers**

#### **Vice President**

- 1.1. *In the President's absence, the Vice President shall exercise all the powers and duties of the President where necessary and appropriate.*

I was not required to step in during this quarter as the President was present.

- 1.2. *The Vice President is responsible for maintenance of the internal administrative functions including maintenance of internal policy, oversight of the legislative requirements of UOPIISA and monitoring its strategic goals.*

UOPIISA Draft Templates - I finished creating draft templates of a Policy and Constitution. The reasoning behind this is to provide our member associations with guidelines if they are constructing policies for the first time or amending their constitution/recrafting it. The aim of these templates is to create a smoother process for member associations to maintain their internal administrative functions, and ensure they have good foundations for future executives. The idea for this initiative came from feedback from member associations earlier in the year. I have shared these templates with the UOPIISA Executive (they are located in Google Drive) with the aim of then sharing them with our member associations/Standing Committee and potentially placing them on our website for future executives to access. I am very open to any feedback/recommendations for improving these templates.



## 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.*

In the absence of the Secretary, I attended a Standing Committee meeting on the 14th of August to assist the President and take meeting minutes. I also did this at Executive meetings in July that the Secretary could not attend.

This quarter has proved challenging for me in many ways, and I have really appreciated the support of the Executive and their understanding. They have picked up many of my roles and duties where I have been unable to.

- 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.*

There have been no AGMs during this Quarter.

- 1.3. *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.*

In my role as Vice-President, I am mentoring three associations SSPIA, OTSA, and OCISA. I met with the Secretary of OCISA before departing Dunedin this Quarter as they needed advice in regard to updating their Constitution and the roles of their Executive Members. I have stayed in touch with both SSPIA and OTSA via email from abroad in order to offer any assistance and check in with their associations. All three associations have been incredible this year and all elevated their respective student communities by serving with passion and drive. I am very proud to have been their mentor as they are all amazing student leaders. I must give thanks to the rest of my Exec also for supporting these three associations in person this Quarter as I could not attend, and for going to their meetings and helping them with any queries they had.

In the few weeks that I was in Dunedin for this quarter I managed to attend the following member association events:

- PILSA BYO & Dinner
- PIHPSA Sports Day

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## **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.*

This Quarter was particularly challenging for me as I only spent 1 month in Dunedin before moving home to Nelson, and then moving overseas to Copenhagen, Denmark for a semester abroad at the University of Copenhagen. In hindsight, I was not prepared for the huge impact the move would have on me and therefore my level of availability for my commitment to UOPISA. I found it very hard at first moving to the other side of the world and being away from family, knowing nobody. A lot of my attention was focused therefore on adapting to my new environment and getting settled, and I regret that I wasn't able to give as much time and energy towards UOPISA. This has been a huge learning curve for me to be more realistic, and also communicate better. Initially I thought I would have a lot of time and it would be easy to keep up my UOPISA work, but with the time difference and the culture shock/adjustment this has not been the case. Therefore I feel I have not achieved my goal, which was to continue to work hard for UOPISA and support my Pacific community from afar. I have felt very guilty and sad about this, but I am also learning to be kind to myself and accept that we are all human and make mistakes. I am so grateful for everything that this position has taught me. I think I have learned invaluable life lessons and leadership attributes that I will carry with me throughout my life.

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### **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.*

In addition to my responsibilities and duties as Vice-President, I was also able to contribute to and attend the following:

- Pacific Representative on the DLAC for the University
- UOPISA Instagram Takeover for Pacific Week

Watching UOPISA blossom and thrive from afar has been a blessing. This quarter my Executive team have worked tirelessly and I have really wished I could have been there in person to support and bear witness to their leadership. Pacific Week and PAN looked to be huge successes and I am so proud of my team and everything they have accomplished this quarter. I am also grateful they have been understanding of my situation and accepting of me - all my gratitude goes to them.