



Quarterly Report

University of Otago Pacific Islands Students' Association

Quarter	3 (July to September)
Role	Secretary
Submitted	Friday 27th September, 2024
Accepted	Sunday 29th September 2024

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 Remuneration.

PART ONE: CONSTITUTIONAL RESPONSIBILITIES

Section 27: Responsibilities of Executive Officers

Secretary

1.1. The Secretary is responsible for coordination and oversight of the administrative tasks.

This quarter, I have completed a number of administrative tasks that meet the responsibilities of my role. These have included:

- **Administrative organisation.** I ensure categorised folders for meeting minutes, and other documents are easily accessible. Provided support to other executives regarding email logins and password concerns.
- **Meeting minutes.** For every weekly executive meeting held on Sundays, I've diligently recorded precise minutes, which are subsequently shared with executive members for review and approval. These minutes are directly documented on UOPIISA drive on google docs, ensuring accessibility for future reference. Additionally, I've maintained accurate records of our monthly Standing Committee meetings.
- **Room bookings.** I've established a recurring room booking for our weekly executive meetings, taking place on Sundays from 4pm to 5:30 pm at OUSA. Additionally, I've sorted booking inquiries to various facilities within the university for UOPIISA events and assisted our affiliated student associations. This process involves me writing details about the events'



purposes and plans, and contacting appropriate staff representatives for departmental room bookings.

- **Email communications.** I manage the UOPISA general email and the secretary email, handling communication flow among executives. The secretary email serves as the primary point of contact for our affiliated member associations, where I send reminders for SGMs, and assist with internal/external room and item bookings. I've also provided assistance to associations seeking university room bookings by compiling relevant information and contacts, facilitating their requests. During this quarter, I've communicated with University staff, student associations and community leaders. I have also written and sent formal invitation emails to our intended guest speakers and workshop facilitators for our Pacific Awards Night.
- **Monthly calendar.** Once received, I update the UOPISA calendar with event dates. I've established a deadline of the 20th of each month for associations to submit their event details, allowing ample time for planning. Additionally, I oversee the calendar to prevent scheduling conflicts, ensuring fair opportunities for each association. If conflicts arise, I propose alternative dates or times, occasionally using personal Facebook Messenger for efficient communication and resolution for calendar clashes. During this second quarter the main events were Social and Sports, fundraisers and study nights and exam workshops.

1.2. The Executive may set policies expanding upon the responsibilities of Executive Officers in this Constitution provided that such policies are consistent with this Constitution.

My official Secretary responsibilities this quarter have expanded to include the following:

- **Mentorship of member associations.** I serve as a mentor for three student associations: Biomedical Otago Pacific Students Association (BOPSA), Otago Pacific Islands Commerce Students' Association (OPICSA), and Otago Samoan Students Association (OSSA). I have met with individual executive members in my mentee associations to give advice on conflict resolution and provide guidance specific to their role and additional admin procedures. I have created an AGM Guide for the student associations that requested it (OSSA, ONSA). I am assisting OMISA putting together a group for Te Runga Faiva..
- **UOPISA Collection at Hocken Archive.** I was tasked with following up on this initiative following UOPISA's official contract with the Hocken Library. The preparation of documents for this Collection is ongoing. So far I am awaiting Anna's reply with our signed version of the Hocken and UOPISA agreement. I will continue following this up in the next few months but in the meantime have all our archivable documents sorted and ready to go once she gets back.

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.

I have supported my colleagues in their roles and responsibilities this quarter without compromising my own responsibilities. Examples of these include:

- **Supporting the President.** I have met with the President individually to discuss my suggestions for event dates and logistics around time and I have also had one on one discussions around issues encountered related to association event dates and clashes. I have assisted our president during the PAN and SC panel .
- **Supporting the Vice President.** I contributed to ideas for Merch and koha for our event guests with the VC.
- **Supporting the Treasurer.** I have had discussions with our treasurer about budgets for our UOPISA uniforms, koha and PAN.
- **Supporting the Public Relations Officer/Events coordinator.** I've collaborated with our PR to finalise our script for PAN. Additionally, I've assumed the responsibility of collecting videos and photos for our social media story when I attend an event the PR isn't present at.

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 Attended PIHPSA's AGM, asked some questions for the nominees to assist with the voting process

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 order to build and maintain relationships with member associations and student leaders, I have attended the following events:

- PIHPSA AGM- 22nd September
- PILSA x HOPSA

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.



I set a few goals for myself this quarter to ensure I was effective in my role whilst remaining on track with my studies and work. These goals included:

1. In this present quarter, I made significant strides in articulating my perspectives more confidently and clearly during meetings. This progress has enhanced my leadership, making me more approachable and receptive to feedback, which has fostered a collaborative atmosphere within the exec group. As a result, discussions have become richer and decision-making more well-rounded. Moving forward, I plan to seek continuous feedback on my communication style.
2. In the past quarter, I achieved my personal goal of improving patience with fellow student leaders, both within and outside UOPISA. By staying open-minded and patient, I created a more inclusive and supportive environment where younger members felt valued and encouraged to share their ideas freely. This has also strengthened our collaboration and mutual respect. Moving forward, I aim to build on this by improving how I balance offering guidance while empowering others to take more initiative, ensuring they grow in confidence and leadership skills.
3. My routine has shifted somewhat since returning to the Solomons for the pageant, but I've managed to continue fulfilling my UOPISA tasks to the best of my ability. Despite the changes, maintaining a consistent approach has helped me stay on top of my responsibilities. Moving forward, my goal is to further adapt my routine to better accommodate both pageant commitments and UOPISA duties, while exploring ways to enhance task management and maintain efficiency across both areas..

To ensure a smooth handover to the next UOPISA Secretary during the AGM, I will create a detailed transition document outlining key responsibilities, ongoing tasks, and important deadlines by the end of the next quarter. I will meet with the incoming secretary bi-weekly to provide guidance and address any questions or concerns, ensuring they feel confident in the role. Additionally, I will assess my progress monthly, documenting challenges and improvements, and seek feedback from an accountability partner to ensure the handover process is as seamless as possible. This plan will ensure continuity and support for UOPISA's success.

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 as Secretary, I contributed to a number of UOPISA meetings and initiatives that enabled its success this past quarter. Some of these included:

- **Meeting attendance.** I have attended all of our UOPISA executive meetings and standing committee meetings and make sure to give enough notice if I can't attend.
 - **Pacific Awards Night.** I was in charge of contacting our guest speaker and workshop facilitators, organised our venues and helped with cleaning up of our venue after the event. On the day I did our presentation script and played some music entertainment during the activities to create a comfortable and easy space for our students to participate in.
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