



Quarterly Report

University of Otago Pacific Islands Students' Association

Quarter	1 (January to March)
Role	Secretary
Submitted	25th March, 2024
Accepted	28th March 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 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 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.⁸*

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

- **Administrative organisation.** I've established a new folder on the UOPISA drive specifically for 2024 documents, organising them into categorised folders for easy access. Additionally, I've provided support to other executives regarding email logins and password concerns. I'd like to recognize the efforts of our former Secretary, Cam Young, in addressing access and ownership issues related to UOPISA's Intellectual Property (IP) documents.
- **Agenda items.** For every Sunday's executive meeting, I gather and distribute the agenda provided by our President, to ensure all executive members are prepared for discussions. I wish to recognize the invaluable assistance of our President Telekalafi Likiliki in facilitating this process, as she consistently sends me a detailed outline of the meeting agenda.
- **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 UOPISA 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 5:30pm at the Central Library. Additionally, I've submitted booking inquiries to various facilities both within and outside the university for our Back2Basics event on March 24th and our Leadership Weekend on April 13th to 14th. This involves providing details about the events' purposes and plans, as well as 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 monthly events, 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 OUSA executives and University staff, including the Communications Advisor for Pacific, Keilah Fox, regarding plans for upcoming Pacific Language Weeks. I extended an invitation to Keilah to present at our Back2Basics Workshop scheduled for March 24th. I have also written and sent formal invitation emails to our proposed guest speakers and workshop facilitators for the upcoming leadership weekend.
- **Monthly calendar.** I coordinate our monthly calendar by emailing all member associations to collect their event dates. Once received, I update the UOPISA calendar with these 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. For the month of January to March, the main events were Welcomes, SGMs and fundraising events like sausage sizzles and bake sales.

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 year 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). While I formally met with the OPICSA executive team once, I've had numerous informal catch-ups



and email exchanges with BOPSA and OSSA. Throughout the quarter, I attended most of their events, including the OSSA, BOPSA, and OPICSA Welcomes. Additionally, I chaired BOPSA's Special General Meeting (SGM) and also chaired the Otago Melanesian Islands Students Association (OMISA) SGM on behalf of our President, Tele, when she was unavailable.

- **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 have collected more documents from former president Elisepa and am awaiting Anna's reply with our signed version of the Hocken and UOPISA agreement.

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 numerous times 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 date clashes and SGMs.
- **Supporting the Vice President.** I have met with the Vice president individually and at numerous occasions to discuss ideas for new policies and planning for Back to Basics.
- **Supporting the Treasurer.** I have had discussions with our treasurer about budgets for our UOPISA uniforms and budget for koha and upcoming events.
- **Supporting the Public Relations Officer.** I've collaborated closely with our PR representative to finalise the calendar, which was subsequently uploaded to our social media accounts. Additionally, I've assumed the responsibility of updating our Linktree and managing social media event promotions following the resignation of our PR representative.
- **Supporting the Events Coordinator.** We have no Events Coordinator for this quarter so the responsibility was shared equally amongst us current executives.

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.



- No Annual General Meetings have occurred in this quarter except for Special General Meetings. I attended the SGM of OSSA, OFISA and chaired BOPSA and OMISA's SGM.

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:

- OMISA (Melanesian) Events planning meeting, Welcome and chaired their SGM.
- OKISA (Kiribati) Welcome
- SSPIA (Sciences) Welcome
- OSSA (Samoan) Welcome and SGM at different dates
- BOPSA (Biomedical) Welcome and SGM- I chaired this.
- OPICSA (Commerce) Welcome and SGM- I chaired this.
- OFISA (Fijian) Welcome and SGM
- OTSA (Tongan) Bake sale/Sausage Sizzle

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:

- **Sharing my personal perspective.** I've consistently faced challenges in effectively articulating my personal perspectives and thoughts. I've noticed a tendency to restrain myself when it comes to expressing opinions or viewpoints during meetings or discussions. However, in the current quarter, I've made significant strides in overcoming this hurdle. I've actively participated in sharing my insights across various personal and professional contexts. As I continue my tenure as UOPISA exec, I anticipate encountering more opportunities to refine my ability to communicate candidly and substantiate my decisions.



With this ongoing experience, I'm confident that I'll reach a level where expressing my personal perspectives becomes second nature, characterised by both ease and clarity

- **Being patient with younger student leaders.** In my position as an executive in UOPISA, I've experienced the weight of expectations from younger student executives who look to me for solutions to various association-related issues. At times, I've found myself internalising their approaches and occasionally misinterpreting their perspectives or decisions. However, I've made strides in adjusting my approach. I've learned the importance of actively listening with the intention to understand before providing suggestions or ideas. Maintaining an open mind and practising patience have been pivotal in fostering better understanding and communication with younger student leaders.
- **Set a weekly routine for UOPISA tasks.** At the beginning of this year, I set a goal to establish a consistent weekly routine. To achieve this, I prioritised attending my classes in person whenever possible, allowing me to allocate more time for handling emails and tasks related to UOPISA. Identifying Thursday and Friday as my least hectic days in terms of classes, tutorials, and labs, I decided to designate these days specifically for completing UOPISA tasks. This includes tasks such as following up on venue bookings, extending guest invitations, responding to emails, and providing guidance to other executives on matters related to the constitution and policies. Furthermore, to stay organised and on track, I've implemented weekly reminders on my phone for UOPISA-related deadlines. This proactive approach ensures that I avoid last-minute rushes and maintain efficiency in managing my responsibilities

Throughout next quarter, I hope to keep practising the two goals and maintaining the latter goal.

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 UOPISA executive meetings, SGM and events.
- **Back to Basics.** At our first "Back to Basics" workshop held on the 24th of March, I organised a camera for UOPISA to hire, took photographs during the event and in addition I



developed and facilitated two workshops for our student executives and created a feedback form after the event and sent them out to the attendees. I also sent out the slides and resources as requested by the attendees after the workshop.

- **Reps Workshop at Back to Basics.** The first workshop I facilitated focused on empowering representatives within their associations. I underscored the significance of their role and provided practical strategies for fulfilling their responsibility of 'maintaining relationships.' Moreover, I offered insights into generating fresh event ideas to invigorate their associations. Recognizing the importance of addressing their concerns and challenges, I dedicated time for open discussions during the workshop. I assured them of my ongoing support for any future issues they may encounter in their roles. Given the positive reception and fruitful discussions during the workshop, I took the initiative to establish a dedicated Representatives group chat. This platform aims to foster continued networking and communication among representatives, enabling them to exchange ideas, seek feedback, and support each other's initiatives.
- **Communication Workshops at Back to Basics.** The second workshop I developed and facilitated was targeted to cover the importance of effective, proactive and concise communication and understanding personal and professional communication channels.
- **Photograph students performing at Moana Nui Festival.** I volunteered to take photos of some of the Student Association members who performed at Moana Nui Festival on the 23rd of March. These photographs were shared to them and will be uploaded to the UOPISA website Gallery.
- **PVC Health Sciences Focus Group.** I participated in a focus group alongside President Telekalafi, Vice President Josephine, and other student executive members to evaluate shortlisted candidates for the Pro-Vice Chancellor for Health Sciences position. The session, chaired by OUSA President Keegan Wells, was conducted over Zoom in the eConferencing room AVC1. During the session, we spoke with two candidates: Megan Gibbons and William Levack. Following the interviews, we provided feedback which Keegan compiled.
- **Advice for younger executive members.** I had the opportunity to meet with younger Pacific student leaders from my previous student association, OMISA, to discuss various aspects of leadership styles and skills. During one meeting, we delved into the topic of managing conflicts among executives. I provided guidance on leveraging their constitution to address conflicts in a constructive and respectful manner, fostering accountability within the team. In another session, we focused on event logistics and strategies to enhance audience engagement. I shared insights on key considerations when organising events and offered practical tips to optimise audience participation and interaction. These meetings served as valuable forums for sharing experiences and imparting advice drawn from my own leadership journey.



- **Pacific Language weeks 2024.** I have been in contact with the Communications Adviser (Pacific) Keilah Fox about collaborating with the University to put out culturally appropriate content for upcoming 11 Pacific language weeks. I am the main point of contact between the Communication office and the Pacific Student Associations.
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