



# Quarterly Report

University of Otago Pacific Islands Students' Association

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<b>Quarter</b>	2 (April to June)
<b>Role</b>	Secretary
<b>Submitted</b>	Friday 25th June, 2024
<b>Accepted</b>	Sunday 30th June 2024

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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 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.

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## **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.
- **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 sends me a detailed outline of the meeting agendas.
- **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 5:30 pm at OUSA or on zoom. Additionally, I've sorted multiple booking inquiries to various facilities within the university for our Leadership weekend event on 4th May. This process involves me writing 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, TRM executives and University staff and community leaders. I have also written and sent formal invitation emails to our intended guest speakers and workshop facilitators for our 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. 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 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). I have booked rooms for OPICSA's study nights, assisted BOPSA with room bookings and showed my support at OSSA's fundraising event. 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.
- **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 compiled more physical and digital documents and 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 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. I have assisted our president during the reaffiliation of OCISA.
- **Supporting the Vice President.** I have met with the Vice president individually and at numerous occasions to discuss ideas for Merch and koha for our events guests.
- **Supporting the Treasurer.** I have had discussions with our treasurer about budgets for our UOPISA uniforms, koha, upcoming events, funding applications and grant policies.
- **Supporting the Public Relations Officer.** I've collaborated with our PR to finalise the calendar event dates, which was subsequently uploaded to our social media accounts. Additionally, I've assumed the responsibility of updating our social media story when I attend an event the PR isn't present at.
- **Supporting the Events Coordinator.** I have helped with logistical arrangements such as venue bookings, equipment rentals, and assisting with the preparation of event-related documents such as agendas, programs, and schedules, and ensuring these are distributed to relevant parties.

*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 the reaffiliation Special General Meeting of the Otago Cook Island Students Association (OCISA).

*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:

- OCISA (Cook Islands) took minutes for their reaffiliation SGM - 25th May
- OMISA (Melanesian) Bake sale and Social collab - 19th April & 17th May and
- OKISA (Kiribati) Social Collab- 17th May
- OSSA (Samoan) Bake sale - 31st May
- ONSA (Niuean) Bake sale
- OTSA x SSPIA Kalia Night - 19th April

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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.*

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 the previous quarter, a key area for personal growth for me was effectively articulating my personal perspectives and thoughts. Recognizing the importance of overcoming this challenge, I set a goal to actively work on expressing my viewpoints more confidently and clearly at each meeting. I noticed some considerable progress in communicating more candidly and asking questions when I am unsure throughout this quarter. I believe My leadership attributes have also evolved as a result of this personal growth. I have become more approachable and receptive to feedback, creating a more collaborative atmosphere within the exec group. This openness has encouraged my other exec members to share their perspectives as well, leading to richer discussions and more well-rounded decision-making processes. To Further develop this personal goal, I aim to continuously seek feedback from my exec and peers on my communication style to identify areas for further improvement, engaging in public speaking opportunities to build confidence and fluency in articulating my thoughts and regularly reflecting on my contributions to discussions in order to identify strengths and areas for growth.
2. In the previous quarter, I set a personal goal to improve my patience with other student leaders within and out of UOPISA. As an executive, I often face the weight of expectations from these younger members, who frequently seek my guidance on various



association-related issues. This quarter I find that my ability to remain patient and open-minded has developed considerably. By maintaining an open mind and practising patience, I have created a more supportive and inclusive environment, where younger members feel valued and heard. I have become more empathetic and approachable, encouraging younger student leaders to share their thoughts and ideas freely.

3. I set a goal to establish a consistent weekly routine to better manage my responsibilities as a UOPISA executive. Establishing a consistent weekly routine has significantly improved my time management and organisational skills. By allocating specific days for UOPISA tasks, I have been able to maintain a balanced schedule and avoid last-minute rushes for assignments. However, there were still times during this quarter when I felt like I lacked some discipline and consistency. I plan to build on this routine to further improve my efficiency and effectiveness for this quarter. This could include reviewing and adjusting my routine to ensure it remains effective and accommodates any changes in my academic or extracurricular commitments and Exploring additional tools and technologies to further streamline task management and communication.

To ensure I keep myself accountable for my existing goals (sharing my personal perspective, being patient with other student leaders, and maintaining a weekly routine for UOPISA tasks), I will implement a system of regular self-assessment and accountability checks. At the end of each month, I will aim to assess any challenges I faced, the strategies I employed to overcome them, and areas where I can improve. Documenting these reflections digitally or physically will help in tracking my growth over time. Identify an accountability partner (another UOPISA exec or external mentor) who will check in with me bi-weekly or monthly to discuss my progress, challenges, and next steps, providing mutual support and encouragement.

Throughout next quarter, I hope to keep practising the two goals and maintaining the latter goal. This ongoing commitment to personal growth will ensure that I can fulfil my role to the best of my ability while supporting the overall success of UOPISA.

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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 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.
  - **Leadership Weekend.** 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 slide show presentation and played some music entertainment during the activities to create a comfortable and easy space for our students to participate in.
  - **Lunch with Grant Robertson.** I attended the TRM and OUSA on 10th April. This was a great opportunity for us to meet and contribute in the discussion with the incoming VC.
  - **Leadership training with Elisepa.** This session focused on gaining a thorough understanding of our member association's Constitution, UOPISA's Constitution, and our policies. We participated in discussion and taught the material back to the group. It was an invaluable session, and we greatly appreciated Sepa for dedicating her time to us.
  - **Tuakiritaka Dawn Ceremony on 1st May.** I attended the new brand launch with the President Tele and VP Josie.
  - **UOPISA Takeover on Instagram 1st May.**
  - **UOPISA Leadership Weekend on 4th May.**
  - **Helped review our Tulotu Happiness Fund** before our Treasurer Millie sent our funding application.
  - **UOPISA x TRM Taste of Home.** On 22nd of May we hosted our first event of the year with TRM. I made dessert for this event and looked after the health and safety side of things at the event to ensure its smooth run.
  - **OCISA reaffiliation/SGM 24th May.** I helped our president Tele at the reaffiliation of OCISA, presented their previous AGM minutes, took SGM minutes and had the opportunity to meet some of their community members.
  - **Mentor for executive members in my mentee association.** I met one-on-one with a few of my mentee association executives this quarter to listen to their concerns about general executive protocols and offer my support if I need to make any interventions.
  - **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 attended the briefing for the first wave of filming where OTSA, OKISA and the Cook Island students came together to do their planning for their language week content.
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