



# Quarterly Report

University of Otago Pacific Islands Students' Association

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<b>Quarter</b>	2 (April to June)
<b>Role</b>	Vice President
<b>Submitted</b>	Friday 28th 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 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.*

In the President's absence I chaired a few meetings/the remainder of a meeting if she had to leave early.

- 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 UOPISA and monitoring its strategic goals.*

UOPISA Policies - I have been reviewing some of our policies and made a few changes to the Tulotu Happiness Fund Policy (which is still to be ratified in a future meeting).

UOPISA Merchandise - I designed our logo for our merchandise drop, and with the help of our PR/EC Eki we have been getting ready to release our merchandise to hopefully be ready for Semester 2.

UOPISA Draft Constitution Template and Policy Template - I have started creating draft templates for future member associations to use to help them have efficient processes.



## 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.*

This Quarter we are all relaxing more comfortably into our roles and duties, and also learning how we work as a team. I have really enjoyed working with my Exec this Quarter as I feel we have really supported one another and worked together as a unit to achieve great things. I feel really supported by the rest of my Exec. When studies and other commitments got overwhelming, they were always understanding and have helped me. In return, I have tried my best to support the other members of my Exec

I have supported the President by attending meetings with her such as the Tuakiritaka Presentation, and meeting privately with her to discuss any concerns or issues that have arisen. I have helped our Secretary by writing and submitting meeting minutes in her absence. I helped the Treasurer with her Grant Application by amending our Tulotu Happiness Fund Policy and reviewing the amazing work she did for our Application. I have supported our EC/PR by checking in regularly to make sure they are doing well, and helping where I can with the planning of our events. They have done an incredible job at running our social media and planning our events. As a whole team we have supported one another with our bigger events too, and tried to share the load especially when people are busy with work and studies.

I have attended all of our general meetings for the UOPISA Executive during Quarter 1, aside from three meetings on the 19th of May, 2nd of June and 23rd of June.

In terms of our two bigger events this Quarter (our Leadership Weekend and Taste of Home event with TRM), we all worked together as a team to help one another whether that was with prepping food, running errands on the day, or buying miscellaneous items we needed. There were lots of learnings that came with each event and I'm so proud of our team for all their hard work.

- 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 two associations SSPIA and OTSA, and now also mentoring OCISA since their re-establishment in late May. I have endeavoured to attend all events



hosted by SSPIA and OTSA in this Quarter, and have also met with them both to check in on how they are doing. I stay in contact with them both via Email. I have helped SSPIA with their re-affiliation with OUSA, emailing OUSA to facilitate this and giving them instructions. I have met with OTSA on the 9th of May to help them with writing new policies and provide advice from a UOPISA perspective. After attending the OCISA SGM, I met with their Exec for the first time on the 29th of May to introduce myself and offer assistance.

In my role as mentor I have helped answer any questions they have about their roles/the inner-workings of their Executive teams, provided support, and helped with any issues that have arisen.

Additionally, I have also attended member associations as a UOPISA representative. Listed below are the events I attended.

- PIHPSA x OTSA Cultural Night - 11th April
- OTSA x SSPIA Kalia Night - 19th April
- SSPIA Sports Day - 27th April
- PILSA Camp - 26-27th April
- PILSA Buddies
- OCISA SGM - 25th May
- PILSA Potluck 27th May

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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.*

My goal for this quarter was to establish stronger connections between UOPISA and our wider Pacific student community at the University. I really feel as though as an executive we achieved this. I think our profile has grown with the events we hosted, and also ensuring we have UOPISA representatives at our member association's events. I also feel we have connected better with the general University community. This has been achieved through attending events such as the Tuakiritaka Dawn Ceremony and launch of our new tohu. Our bond with TRM has grown stronger thanks to meeting with them twice, and then hosting an event together. I think our Taste of Home event is something I am most proud of this Quarter because it really brought a lot of Māori and Pacific students together to share kai and space. It was heartening to see so many MPI students in one place on campus, and I think is a vital part of whakawhānaungatanga and building connections. It was nice to remember that leadership is all about service, so it was a blessing to serve our Māori and Pacific students their lunch and be able to connect with them face to face.



In terms of my personal leadership attributes, I am still learning how to balance a busy schedule and at times I did find this Quarter quite overwhelming. I was taking 6 papers so the workload was very heavy, which meant at times I had to give more energy to my studies and less to UOPISA. Especially with exams in June I found I had to prioritise my mental health and studying over UOPISA work, but I am grateful my Exec are so understanding and we took a break from meetings to focus on exams. Something I am still working on is speaking my mind and not being afraid to voice opinions which may go against the status quo.

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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:

- Lunch with Grant Robertson, TRM and OUSA - 10th April
- Tuakiritaka Presentation: attending with Tele our President a consultation about the launch of the new tohu - 15th April
- UOPISA Photoshoot - 19th April
- Leadership Training with previous President Elisepa Taukolo - 28th April: this involved learning our member association's Constitution, UOPISA's Constitution and our Policies and then being quizzed on them and teaching them back to the group. It was a very helpful session and we were very grateful to Sepa for giving up her time.
- Tuakiritaka Dawn Ceremony - 1st May: attended with Tele and Elsie on behalf of UOPISA
- UOPISA Takeover on Instagram - 2nd May
- UOPISA Leadership Weekend - 4th May: running errands, helping to facilitate, ensuring the event ran smoothly
- Tulotu Happiness Fund - reviewing our policy and making changes to be ratified
- Meeting with TRM to plan events and build connections - 9th May, 15th May
- Vice Chancellor's Graduation Dinner - 11th May: I attended as our President Tele's plus one on behalf of UOPISA
- Pacific Representative on the Distance Learning Advisory Committee - I sit on this committee as the UOPISA representative and attended their 2nd meeting of the year on the 13th of May
- UOPISA x TRM Taste of Home - helping to plan event, prepare food, serve food at the event - 22nd May
- Communicating with VPs of our member associations to ensure they are supported and informed.

