



POLICY FOR EXECUTIVE HONORARIUMS

University of Otago Pacific Islands Students' Association

Ratified: July 2023



POLICY OVERVIEW

The University of Otago Pacific Island Students' Association (UOPISA) will report on the work completed in their executive role on a quarterly basis in order to be eligible for the executive honorarium payments. Each executive members' Quarterly Report shall include the work undertaken by the member during the given quarter, including any extra service, responsibilities or commitments they have had. The Quarterly Reports ensure that the UOPISA executive is accountable to affiliated members and funders according to the objectives and responsibilities of the Constitution. Discussion and deliberation on the submitted reports will inform whether members are eligible for honorarium payment for the given quarter.

1. PURPOSE

- 1.1. The purpose of this Policy is to outline:
 - 1.1.1. The requirements for Quarterly Reports, which are to be submitted by each UOPISA executive member, and;
 - 1.1.2. The process for accepting or rejecting Quarterly Reports within an executive meeting, and;
 - 1.1.3. The potential consequences of not completing the requirements to receive Honorariums for a given quarter.
 - 1.2. Executive members of UOPISA are specifically subject to this Policy.
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2. DEFINITIONS

- 2.1. A 'Key Performance Indicator' or 'KPI' is:
 - 2.1.1. A quantifiable measure of performance over a specific object or task.
- 2.2. 'Honorarium' shall refer to:
 - 2.2.1. Monetary payments to a UOPISA executive member to recognise and honour the time given to performing their role, and;
 - 2.2.2. A set amount of money outlined in the annual budget of the preceding year that is held within the UOPISA budget under the 'Honorariums Fund'.
- 2.3. The 'Memorandum of Understanding' shall refer to:
 - 2.3.1. The formal agreement between UOPISA and the University of Otago under



which entails requirements for reporting Quarterly Reports and receiving Honorariums.

3. REPORTING REQUIREMENTS

- 3.1. Key Performance Indicators will be set for each executive position by the UOPISA President at the beginning of the calendar year and should be minuted at a weekly executive meeting. These indicators will act as tasks or requirements and be a proxy for measuring operational outputs for each executive member.
- 3.2. KPIs should be set through discussion between the President and executive member and may help to set a framework for reporting their progress each Quarter.
- 3.3. All UOPISA executive members must submit Quarterly Reports four times per year adhering to the Quarterly Report template provided by the Secretary.
- 3.4. The four quarters are defined as:
 - 3.4.1. Quarter one being the months of January to March, and;
 - 3.4.2. Quarter two being the months of April to June, and;
 - 3.4.3. Quarter three being the months of July to September, and;
 - 3.4.4. Quarter four being the months of October to December.
- 3.5. Quarterly Reports will consist of:
 - 3.5.1. Justification for how the executive member met their Executive Responsibilities and General Responsibilities, as outlined in the Constitution, and;
 - 3.5.2. Reflections on their personal progress and goals they have set for themselves or on the KPIs set for them by the UOPISA President, and;
 - 3.5.3. General comments on how they have met their allocated weekly hours, such as through the attendance at events, participation in internal working groups or external committees.
- 3.6. Quarterly Reports must:
 - 3.6.1. Be submitted electronically to the Secretary by the given deadline. In the absence of the Secretary, a designated UOPISA executive member must receive the reports, and;
 - 3.6.2. Comply with and reflect the allocated hours of work below. These hours are the expected weekly workload of the respective position and based on the



average number of hours in the past years.

- 3.6.2.1. President will complete twenty (20) hours per week.
 - 3.6.2.2. Vice President will complete ten (10) hours per week.
 - 3.6.2.3. Treasurer will complete ten (10) hours per week.
 - 3.6.2.4. Secretary will complete ten (10) hours per week.
 - 3.6.2.5. Public Relations Officer will complete seven (7) hours per week.
 - 3.6.2.6. Events Coordinator will complete seven (7) hours per week.
- 3.7. Due dates for Quarterly Reports will be set at an executive meeting prior to Semester One of the academic year.
- 3.8. UOPISA Secretary is responsible for creating and updating Quarterly Report templates at the beginning of the calendar year and sending reminders to executive members regarding deadlines.

4. ACCEPTANCE AND REJECTION OF REPORTS

- 4.1. The UOPISA executive will decide by majority vote whether to accept or reject each members' Quarterly Report at a weekly executive meeting.
- 4.2. The UOPISA executive will only accept a Quarterly Report if it complies with the guidelines of this Policy.
- 4.3. Quarterly Reports will be shared amongst the UOPISA executive members by the Secretary or designated member to read prior to the meeting, prepare questions and prepare to vote.
- 4.4. When considering a Quarterly Report, the executive may:
 - 4.4.1. Accept or reject the Report, or;
 - 4.4.2. Request a resubmission of the Report if it fails to comply with this Policy, to be reviewed at a future meeting and before the end of the next quarter.
- 4.5. If a Quarterly Report fails to comply with this Policy, and substantive amendments have not been made by the end of the next Quarter, the executive retains the right to refuse payment of the Honorarium to that executive member for that Quarter.
- 4.6. Reports that have been passed at an executive meeting must be made available for the student body and funders for the remainder of the year (see Section 7 for more details).



- 4.7. Upon passing the fourth Quarterly Report, the UOPISA executive shall no longer be required to complete reports.

5. INCOMPLETION OF REQUIREMENTS

- 5.1. Reasons for rejecting reports must be presented directly to the executive member at the executive meeting. These reasons must be recorded in the minutes of the meeting.
- 5.2. Not completing a Quarterly Report may be due to valid reasons and will require a once-off Report Waiver at the discretion of the President or Vice President. This will be minuted in the given meeting.
- 5.3. Reasons for incompleteness may include, but not be limited to:
 - 5.3.1. Bereavement of a family member or close friend, or;
 - 5.3.2. Major academic impairments, or;
 - 5.3.3. Major health impairments, either personally or to a family member, or;
 - 5.3.4. Other undefined personal circumstances, which are to be discussed with the UOPISA President or Vice President.
- 5.4. If an executive member's reason for incompleteness is unsatisfactory or if the Quarterly Report is not submitted at a later date, it shall be noted in the next UOPISA executive meeting and may undergo supervision by the UOPISA President.

6. SUPERVISION

- 6.1. If the UOPISA President or Vice President identifies that an executive member has not yet fulfilled the requirements of their position but shows motivation to do so, they may choose to pass the Quarterly Report with discretion and initiate a supervisory period for that member.
- 6.2. An appropriate supervisor may be elected by the UOPISA executive and can either be the UOPISA President or a staff member from the University of Otago. A motion shall be proposed in an executive meeting to discuss this matter.
- 6.3. Supervision may include:
 - 6.3.1. Verification of work, or;
 - 6.3.2. Development of specific working tasks, or;



- 6.3.3. Checking in on Key Performance Indicators, or;
 - 6.3.4. Weekly meetings.
 - 6.4. After fourteen days of satisfactory completion by the executive member, supervision shall end.
 - 6.5. Supervision can only be initiated once per executive member per year. Any requests to initiate multiple supervisions for the same executive member should instead be investigated by the UOPISA President or Vice President as to why multiple supervisory periods are needed.
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7. HONORARIUMS

- 7.1. Accepted Quarterly Reports must be presented to the Director, Pacific Development Office (PDO), by the UOPISA President in compliance with the Memorandum of Understanding.
 - 7.2. Honorariums for executive members should equate with the annual budget provided to PDO every year. Failure to meet this may result in formal processes as outlined in the Memorandum of Understanding.
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8. AMENDMENTS

- 8.1. This Policy may be amended given it complies with the obligations of UOPISA to their Memorandum of Understanding with the University of Otago.
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Any changes to this Policy will first be discussed internally, before seeking input and advice from the UOPISA Standing Committee, composed of representatives from our affiliated member associations. If you have any questions or concerns regarding this document, please contact the Secretary-elect at secretary.uopisa@gmail.com and your inquiry will be dealt with in confidence.