



Quarterly Report

University of Otago Pacific Islands Students' Association

Quarter	#2 (April - June)
Role	Events Coordinator and Public Relations Officer
Submitted	Friday 28 th June 2024
Accepted	Sunday 30 th June 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 Honorariums*.

PART ONE: CONSTITUTIONAL RESPONSIBILITIES

Section 27: Responsibilities of Executive Officers

Events Coordinator

- 1. The Events Coordinator is responsible for the organisation of core operational events held by UOPISA. These include, but are not limited to, the annual Leadership Weekend, Pacific Awards Night and Annual General Meeting.*

In preparation for our Leadership Weekend, I worked closely with my executive team, diligently attending numerous meetings to meticulously plan the event for our student leaders. These discussions were complemented by additional sessions with our Treasurer, Millie Mo'unga, where we carefully reviewed the budget and explored various catering options for the day. Together, we developed a comprehensive run-through sheet that detailed every aspect of the weekend, from the schedule and venue to the specific workshops and their facilitators. My contribution extended to creating an engaging activity for the event, "Amazing Race: UOPISA Edition," where I integrated questions relevant to each association and incorporated tasks from the workshops. Additionally, I managed the coordination with our photographer, Pio Manoa, ensuring his availability to capture both the Leadership Weekend and executive office portraits for our social media introductions. To further enhance our community initiatives, I participated in a meeting with Te Rōpū Māori alongside our VP, President, and Treasurer, where we



brainstormed ways to reimagine our semester BBQs. This collaboration led to the conception of "Taste of Home," aiming to provide a more familiar and comforting experience for our students.

- 1. The Events Coordinator must aid in the responsibilities of the other Executive members when necessary. The Executive may set policies expanding the responsibilities of the Events Coordinator, provided the policies are consistent with this Constitution.*

On the day of our SGM, fulfilling my new role as a UOPISA executive officer, I assisted Millie in picking up pre-ordered pizzas for lunch and distributing them along with other provided snacks. Since we were short of a public relations officer, I also stepped in to capture memorable moments of our attendees during the workshops. Following this, I participated in a workshop led by our Secretary, Elsie Polosovai, where I contributed by answering questions related to event planning. I offered valuable tips to representatives from our affiliated member associations on how to effectively promote their events and boost interest within their communities. I also offer my help where needed if there is extra workload.

Public Relations

- 1. The Public Relations Officer is responsible for coordination and oversight of public affairs of UOPISA and will be the communication point between UOPISA and external and internal stakeholders.*

Promoting of Events

At the beginning of my tenure as Events Coordinator, I undertook the additional responsibilities of the Public Relations Officer. In this capacity, I managed the UOPISA Instagram account, which included crafting and posting event posters, such as those for Leadership Weekend 2024 and the UOPISA x TRM "Taste of Home." Additionally, I maintained our monthly events calendar, ensured the sharing of tagged stories to boost the visibility of events hosted by our affiliated member associations, and professionally responded to messages. These tasks were integral to my role, as they allowed us to effectively communicate upcoming events to our wider university community and affiliated associations. Furthermore, I proactively created weekly event reminders, keeping our audience informed about the events scheduled for each week.

Monitoring the UOPISA Instagram

As the Public Relations Officer, I had the responsibility of amplifying the visibility of events organized by our student associations through our Instagram platform. Many of these associations relied on Instagram stories to promote their events, and it was my duty to re-share these stories on UOPISA's Instagram account to enhance their outreach. Additionally, I handled inquiries from our broader student community regarding various events, responding professionally and directing them to the appropriate organizing association. With the approval of



our President and Vice-President, I also shared events from non-affiliated associations on our Instagram story, ensuring a diverse representation of student activities.

In my role, I was also tasked with reviving the Otago Cook Island Students Association (OCISA), which had been inactive since the previous year. This involved reaching out to former executive officers of OCISA to secure access to their Instagram account. Successfully obtaining this access allowed me to manage the account temporarily, promoting OCISA activities and laying the groundwork until a new executive team could be elected for 2024.

- 2. The Public Relations Officer is responsible for handling all aspects of planned publicity campaigns and PR activities. This includes developing PR campaigns and media relations strategies, editing and updating promotional material and publications (brochures, videos, social media posts etc, serving as the Association's spokesperson as deemed appropriate and necessary by the Executive, and seeking opportunities for sponsorships and funding.*

As outlined previously, I extensively managed our UOPISA Instagram account. Utilizing the free app Capcut, I created engaging and tasteful video edits from footage taken at various events I attended. These edits were crafted with a keen understanding of how to captivate our audience while promoting the events in an appealing and relatable manner.

Canva

Leveraging our premium Canva account, I designed a range of promotional materials for UOPISA. This included posters for events such as Leadership Weekend 2024, our monthly events calendar, weekly event reminders, and stories that highlighted not only UOPISA activities but also events organized by other student associations and our affiliated member groups. Additionally, Canva was instrumental in producing materials for the "Amazing Race: UOPISA Edition" activity and the Leadership Weekend pamphlets, which contained messages from each UOPISA officer, introductions of workshop facilitators, and the event agenda. Following the advice of our Treasurer, Millie Mo'unga, I also procured and designed three thank you cards for staff, students, and the wider community. These cards, available on our Canva account, are intended for use at events to express our gratitude to volunteers, along with a koha (gift).

Linktree

As the Public Relations Officer, I was responsible for updating our Linktree with relevant links, such as registration forms and the monthly calendar, for various UOPISA events. This ensured easy access for our community to participate and stay informed.



UOPISA Website

While I have not yet had the opportunity to edit our UOPISA website, I am in the process of learning to navigate the Wix editorial dashboard. I am working closely with our President, who has more experience with the platform, having served as the Public Relations Officer in 2023, to ensure a smooth transition and effective management of our online presence.

These tools and resources have been crucial in enhancing the visibility and engagement of UOPISA's activities and fostering a stronger connection with our community.

1.1. 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.

Student Member Association Events I have attended:

- a. OSSA Sa'iligamalosi
- b. OSSA So'otaga Info Night
- c. BOPSA Games Night
- d. PIHPSA x OTSA Cultural Night
- e. SSPIA x OTSA Kalia Night
- f. SSPIA x Te Ropu Putaiao Sports Day
- g. OSSA SWAT (Students with a testimony) Night
- h. One of OSSA's fundraisers – Sausage Sizzle
- i. OTSA Bake Sale
- j. BOPSA Study with Cam
- k. BOPSA Fundraiser
- l. OSSA Weekly Social Sports

Other Events which I have attended:

- m. Luncheon with Grant Robertson
- n. OUSA Affiliated Clubs Korero

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.



During this quarter, I have diligently participated in all but one of our scheduled meetings. In these sessions, I consistently provided constructive feedback and insightful commentary on the topics discussed, contributing to our team's strategic discussions and decision-making processes.

Moreover, I have proactively offered my assistance wherever needed, ensuring that I carried out these tasks with utmost dedication and competence. Throughout, I maintained a careful balance, fulfilling these additional responsibilities without compromising my primary duties as the Events Coordinator and Public Relations Officer.

- 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 not been any Annual General Meetings this quarter as all Annual General Meetings occur at the end of the year to see the election of a new executive office for the upcoming year.

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.

Upon joining UOPISA, I was initially uncertain about what to expect. Previous members had emphasized that UOPISA demands a higher level of commitment compared to our member associations, highlighting the increased workload and the unique challenges associated with each role. Recognizing this, I resolved to meticulously balance my responsibilities as both a student and a UOPISA officer. I prioritized tasks, created synchronized calendars across all my devices, and carefully managed my time to ensure I remained on top of my duties.

As I reach the end of the second quarter, I am pleased to report that I have navigated my responsibilities without significant difficulty. This success is largely due to the unwavering support of my executive team and the absence of any critical conflicts requiring me to choose between my academic and UOPISA obligations. Looking ahead, I am eager to continue growing in my role over the coming months and am excited to embrace the opportunities that lie ahead.

For the remainder of the year, I have set several personal goals:



1. **Increased Event Attendance:** I aim to attend more events, particularly those organized by associations other than the Otago Samoan Students Association, to demonstrate broader support and avoid any appearance of bias.
2. **Bi-Weekly Check-Ins with Mentee Associations:** I plan to establish regular check-ins, ideally in person, with the associations I mentor. However, if scheduling conflicts arise, I will arrange Zoom meetings, provided the association Presidents agree.
3. **Greater Campus Presence:** Traditionally, I prefer studying at home rather than spending time on campus after classes or labs. To increase my accessibility, I will commit to staying on campus for 2-3 hours in common areas like the library or student link. This will provide students from our member associations or anyone seeking assistance with an opportunity to approach me directly.

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.

Working Group

Currently, I serve on the executive office of the Aumaga Dance Group, an OUSA-affiliated club, where I undertake the roles of Internal and External Communications Officer, Secretary, and Treasurer. Additionally, I am a leader within the dance group, assisting in teaching dances alongside our other leaders whenever possible. However, my primary focus lies in managing the administrative tasks of the Aumaga Dance Group.

In my administrative capacity, I handle a variety of responsibilities, including responding to emails and messages received through our social media platforms like Facebook and Instagram, preparing performance materials for our gigs, organizing transportation, planning group activities, and arranging food for practices and events. These duties not only ensure the smooth operation of the Aumaga Dance Group but also enhance my skills as an Events Coordinator. The competencies I develop in each executive role are transferable and mutually reinforcing, enabling me to perform my duties effectively across different positions.

Notably, the Aumaga Dance Group has been invited to perform at UOPISA's Pacific Awards Night. Many of our past and current Aumaga members are also involved in various UOPISA



member associations. These events provide valuable opportunities to build and strengthen working relationships. As a member of both Aumaga and UOPISA, I am uniquely positioned to bridge gaps, facilitate performances for UOPISA events, and promote Aumaga's activities.

Meetings with Mentee Associations

Since my election, I have proactively communicated with the member associations for which I serve as a mentor – PILSA (Pacific Island Law Students Association), OKISA (Otago Kiribati Islands Students Association), and ONSA (Otago Niuean Students Association). Through email, I have outlined the support I can offer them in my capacity as their UOPISA mentor and highlighted additional resources available through UOPISA.

This quarter, I successfully met with the President of ONSA, as our schedules aligned without conflict. Unfortunately, due to overlapping class and work commitments, I was unable to arrange meetings with the Presidents of PILSA and OKISA.

My initial goal was to meet with the Presidents of each mentee association to address any questions or concerns they might have regarding their association, executive operations, and UOPISA, before formally introducing myself to their respective teams. During my meeting with the ONSA President, we discussed the achievements of their recent events, conducted a general check-in on his new role, and identified areas where I could provide support. I have made it my goal to meet with the ONSA executive office, and arrange a meeting with the executive offices of PILSA and OKISA.