



Quarterly Report

University of Otago Pacific Islands Students' Association

Quarter	1 (January to March)
Role	Vice President
Submitted	Monday 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 Honorariums*.

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.*

Our President Tele has not been absent for any of our weekly meetings so I have not chaired a meeting yet or had to fulfil any of her duties. I have just tried to make myself available so the President knows I am here to support her when needed.

- 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 ensuring our Executive are familiar with our policies and they are updated on our website.

UOPISA Merchandise - I have been organising the release of our first merchandise drop for this half of the year and trying to design a new image. This has involved being in contact with the Merch company via Email and testing out designs on Canva. I have also organised screen-printing our informal UOPISA t-shirts.



Back to Basics Workshop - With the help of the UOPISA Exec, we have come up with a theme that aligns with our values and have been planning our Back to Basics Workshop for Sunday 24 March.

We have decided to delay writing our strategic vision and 2024 goals until we have a full Executive team after our SGM.

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.*

As an Exec we have all been supporting each other in our roles and duties when needed. I have supported the President by attending meetings with her and our Secretary to represent UOPISA (specifically the PVC Health Sciences Focus Group). I have also supported her with internal meetings resolving any issues Member Associations have raised. The Secretary is very organised and has not needed any assistance with her duties, but we all generally provide advice and support to one another. Similarly, the Treasurer is very experienced and has managed all her duties but I have supported her where I can. Since the resignation of the PR officer our whole Exec has stepped up to fulfil the role.

I have attended all of our general meetings for the UOPISA Executive during Quarter 1, aside from two meetings.

- 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. I have met with both associations, attended their Welcome events and helped them plan for the year. Both associations are very organised, professional, and I am really excited to work with them this year. They have heaps of great events organised and both hosted amazing Welcome nights. 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 other member associations as a UOPISA representative. Listed below are the events I attended.

- SSPIA Welcome



- OTSA Welcome and SGM
- OSSA Welcome
- ONSA Welcome
- OPICSA Welcome and SGM
- HOPSA & PILSA Welcome
- PIHPSA Welcome and SGM
- PIHPSA Sports Day

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 just familiarise myself with UOPISA's constitution and policies so I am confident discussing them and supporting my Executive. I wanted to build strong connections with my Executive and our member associations to solidify a strong start to the year. I think I am tracking well in relation to this quarter. I still have a couple of policies to go over in more depth, and need to continue familiarising myself with our constitution. We have not yet written our vision statement and goals for the year (as we were waiting to fulfil the empty roles on our Exec), so this is something I want us to achieve as soon as possible.

I've really enjoyed getting to know all the incredible Pacific leaders from our member associations. This quarter has been really great attending Welcomes and seeing all the Pacific Excellence and drive - it makes me very excited for the future. Since stepping into this role I already feel I have learned a lot, especially from my interactions with other member associations. I have been very impressed by the way OTSA's Executive members carry themselves professionally, and have been inspired by their staunch and unwavering commitment to OTSA's goals and vision. This is something I want to try and embody more as a student leader - being staunch and unwavering in order to guide UOPISA to achieve our strategic goals. Previously, I have worried about ensuring everyone is happy and occasionally staying quiet because I am a people pleaser. I think this quarter has really reinforced for me the importance of 'leaving friendships at the door', being professional and stepping into these spaces with mana and respect to achieve our goals.

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:

- PVC for Health Sciences Focus Group - I was part of a student focus group that met with the final two candidates for the PVC role and then provided feedback.
 - Pacific Representative on the Distance Learning Advisory Committee - I sit on this committee as the UOPISA representative and have attended their 1st meeting for the year.
 - Member association meetings - I currently mentor the associations SSPIA and OTSA. I have been communicating with them via email to check up on them and have attended meetings with both to discuss any matters or concerns and mentor them through their association journey.
 - Facilitation of SGMs - I chaired OTSA's SGM where they were passing constitutional amendments and electing two new positions for their Exec.
 - Assisting with organising UOPISA's informal uniforms and t-shirts.
 - Communicating with VPs of our member associations to ensure they are supported and informed.
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