



## EXECUTIVE HALF YEAR REPORT

NAME	Mica Moore
POSITION	Vice-President (Engagement)
REPORT PERIOD	1 <sup>st</sup> January – 1 <sup>st</sup> July 2013
TOTAL WEEKS WORKED	20/26 (I was out of the country for 6 weeks during summer)
HOURS WORKED	447 hours 50 minutes, plus 16 hours paid annual leave

### Reporting on Priority Goals

#### 1. Goal 5

**Activities: To support sporting, social and cultural activities for and by students; primarily through Clubs and Representative Groups.**

The University has taken responsibility for Clubs as of this year. However, the work of myself and the Engagement team has worked to ensure that VUWSA remains of interest and value to Clubs. We have also worked very closely with Representative Groups this year and I have worked with Pasifika Students' Council, Ngai Taura, UniQ Victoria and the VUWSA Women's Group in particular. I have organised and supported social and cultural activities throughout the year and have exciting things lined up for Trimester Two, all to try and bring more diversity to VUWSA's events, and experiment as the first Vice-President Engagement with what works and what doesn't. The following are the largest initiatives I have been involved with.

##### a) Orientation 2013

I was heavily involved in delivering a busy Orientation programme during the first two weeks of Trimester One and the 'Big Play Out'. I helped to promote the VUWSA brand and sign students up to be members and get the discount card. I also informed students of our other services and encouraged them to talk about what they would like to see from their Students' Association. The barbecues we held with ZM provided some engagement at the different campuses. I am very much looking forward to working on Orientation plans for next year, to really try and deliver an outstanding Orientation programme that students get excited about, rather than underwhelmed by.

##### b) Volunteer Network Proposal and Formation

I have spent much of my time this year setting up and co-ordinating a group of amazing VUWSA volunteers, most of whom helped out hugely during Orientation. I wrote a funding proposal to the University regarding the creation of a volunteer network, and discussion is underway so that it might be in full swing next year with the proper support it requires. The VUWSA Volunteer Network members helped out during Stress Free Study Week. We also went on our first trip into the community and volunteered for half a day at Care, Share and Wear, a fledgling NGO in Wellington which collects clothing donations, sorts them into clothes packages and redistributes them to children in low decile schools. Volunteering is a valuable activity not just in terms of fun, skills and altruistic acts, but in that it brings people together regardless of who they are to help others.

#### **c) Environment Week 2013**

I helped with organising events, activities and marketing for Environment Week 2013. In particular, I worked with the Victoria International Development Society to run a banana eating competition to support our bid to make Victoria the first Fair Trade university in New Zealand. I also helped a lot in organising the Fairer Fares Forum, which I will discuss later.

#### **d) After School Special with The Hunter Lounge**

VUWSA ran a weekly event called After School Special with The Hunter Lounge in the second half of Trimester One. It was aimed at budding young musicians at Vic who wanted to perform a gig. This initiative was in response to over 3,000 of our members who, when they signed up, responded that they were interested in receiving emails about live music and gigs. We promoted the Friday afternoon gigs as a way to start your weekend with your mates, and organised a VUWSA membership card deal for the event. We had 6 groups play, all of whom were well received. If we pick the event up again it needs some fine tuning as to timing, genre of music and marketing, but it was great to trial something different and give students the opportunity to make themselves better known.

#### **e) The VUWSA Autumn Market**

The VUWSA Autumn Market was held on Wednesday May 29<sup>th</sup> in The Hunter Lounge, Kelburn campus. I gave all Clubs and Rep Groups, and students in general, the opportunity to run a stall for free selling handmade items, clothes, books, souvenirs, art and more. I also brought in 3 businesses from Wellington selling similar goods. Musician Amiria Grenell played, we organised a raffle and decorated The Hunter Lounge. 75 people entered the raffle and many more attended, giving some indication of numbers throughout the 3 hour event. It was a fun and successful event, and something I would definitely like to run again with a group of students keen to organise it. There was further interest in a market whereby food could be sold, which I will incorporate into International Week.

#### **f) Representative Groups funding from VUWSA**

I supported and gave feedback on the Equity Officer Matthew Ellison's document and proposal surrounding VUWSA support and funding for Rep Groups, which is now in place for groups to access. This will enable Rep Groups to organise social, sporting and cultural initiatives for their groups with our support.

## **2. Goal 6**

**Public Issues: To be the critic and conscience of the University and society, by promoting discussion and action on issues concerning students.**

Our focus of Trimester One was very much on the Fairer Fares campaign. In the second Trimester I will be able to focus more on diversifying the opportunities for students to speak up surrounding issues that concern them, through Local Body Elections, a weekly VUWSA stall in the Hub, a pending discussion series in collaboration with Salient, the VUWSA Elections and more.

**a) Fairer Fares Forum**

I played a large part in organising and running the Fairer Fares Forum, a public forum held in the Hub which provided students with an opportunity to share their stories and advocate for fairer public transport fares. Around 250 students attended. It was a great success and testament to the scale of event that VUWSA is able to run – particularly around campaigns, a traditionally strong area for us and students in Wellington.

**b) Speaker Event: Hordur Torfason**

We hosted Icelandic political activist Hordur Torfason and around 100 people came to hear him speak. Hordur was an inspiring speaker and very well received. I am looking to organise more talks along these lines in Trimester Two as mentioned above.

**c) Budget Day Brunch with NZUSA**

I attended a brunch where various speakers commented on the 2013 Budget and the trajectory of education spending and quality in New Zealand. It was very interesting, but poorly advertised which meant students missed out on the opportunity for meaningful discussion around the Budget – a real pity.

**3. Goal 8**

**Accountability: To ensure accountability to, and representation of, members.**

**a) Fortnightly work reports**

I always ensure that my work reports are a true and accurate account of the work I have done throughout the reporting period, and that I am setting myself goals that keep me on track and working hard.

**b) VUWSA Executive Reporting Committee**

I regularly sit on the Executive Reporting Committee where at least 3 Executive members scrutinise the whole Executive's work reports, ensure that they are up to standard in order to allow each person to be paid for the hours they have worked.

**c) Salient Columns**

I have written two columns for Salient so far informing students of what the Engagement Team is working on, and the opportunities that students can get involved in.

**d) Communications**

I have worked with the President, the Vice Presidents and the Communications Co-ordinator to strive for relevant, informative and interesting

communications going out to our members on a regular basis. This has mainly involved posting on the VUWSA Facebook page, and also through the website, Twitter and newsletters. These provide channels for student feedback so that we can represent our members effectively.

I have also been closely involved in marketing efforts for events and activities throughout the year. Whilst it is very hard to promote events widely enough at University, I have been taking certain steps to make events more appealing through the way we advertise. This includes leafleting, chalking and most recently, working with Rankine Brown Library to put Executive Week displays and decorations up. The Executive has also been working to try and change the tone in which we communicate to our members, to be more personal and appealing.

**e) Updating the VUWSA Website with Executive Profiles**

Early in the year I compiled the contact details and written profile of each Executive member for the VUWSA website. Anyone can read about our jobs and what should be expected from us, and get in contact.

**f) VUWSA Initial General Meeting**

We consulted with students on a climate change motion and presented documents to be passed at VUWSA's IGM.

**Reporting on Other Goals**

**1. Goal 3**

**Equity and Access: To promote equity for disadvantaged students in access to and within the University.**

I am in discussions with various students and University staff members about setting up a Refugee Awareness Week for 2014. I am working with CanDo around a sporting tournament I am running in Trimester Two.

**2. Goal 4**

**Services: To provide quality, cost effective services for the benefit of members, and, where appropriate, students.**

I have helped with the provision of food bank parcels at satellite campuses, flu shots, Stress Free Study Week and the promotion of our services whenever representing VUWSA or aiding students who come to us. I actively promoted the VUWSA membership card in one of my Salient columns and through events.

**3. Goal 9**

**Sustainability: To recognise the needs of current and future generations by promoting sustainable lifestyles and actions to members while ensuring the sustainable operation of the Association and University members.**

The Fairer Fares campaign has encouraged sustainable transport use and smart choices for the future success of university students. The motion regarding climate change which was passed at the IGM was a step towards VUWSA having a mandate for action on issues of sustainability which concern students at Vic, and our Association. Furthermore, in every day practice I actively recycle materials from the VUWSA office, try to minimise paper waste from printing and buy biodegradable products whenever possible.

## **General Tasks and Initiatives**

### **1. Engagement Review**

I spent a lot of time compiling an Engagement Review, with the Engagement Team, as an initial document to inform the Executive of ways to start to build up and improve engagement. This covered topics from our current levels of engagements with various groups to use of social media and possible types of events to run. I intend to build upon this review later in the year with the beginnings of a longer-term Engagement Strategy.

### **2. Environment Week Review**

I gave feedback on The Wellbeing and Sustainability Officer's review of Environment Week.

### **3. Flu Shots**

Helped Student Health Services and the Executive with provision of free flu shots for students.

### **4. Stress Free Study Week**

I served free food to students at Kelburn, Pipitea and Te Aro during Stress Free Study Week.

### **5. VUWSA stall at the VUW Information Evening**

I helped inform prospective students about the services that VUWSA provides, and ran a competition.

### **6. Proposal for Vic Info Ihonui surrounding a weekly VUWSA stall in the Hub**

### **7. Contribution to Executive work around Student Forum and Student Representation**

### **8. Helped inform ideas around provision of music events by VUWSA**

I have done elements of research (meetings, and interviewing students) into how VUWSA might best provide gigs and musical events for students at Victoria, particularly in consideration of the Wellington market. We ended up with discounted tickets for VUWSA members to Shapeshifter in July, and Flume this coming October. We are also organising End of Year celebrations with gigs in mind, and of course Orientation 2014.

### **9. Ongoing work into setting up an International Rep Group**

### **10. Sorting through VUWSA archives dating back to the 1970s**

### **11. Organisation towards Pride Week and Women's Week 2013**

### **12. Organisation towards Re-Orientation Week**

### **13. Initial work towards Local Body Elections and enrolling students to vote**

## **Representation**

### **1. VUWSA Weekly President and Vice-Presidents Meetings**

### **2. VUWSA Fortnightly Executive Meetings**

### **3. VUWSA Weekly Engagement Team Meetings**

4. **VUWSA Executive Reporting Committee**
5. **Vic Info Ihonui Group**  
Group overseeing the roll-out of Vic Info Ihonui services.
6. **Hub Operational Group**  
Group overseeing the use and progression of the Hub, its spaces and services.
7. **Collaboration with Vic Careers**  
Regular promotion of University Expos, and promotion of VUWSA's services through Information Evenings.
8. **Make Vic Fair Trade Committee**  
Committee led by the Victoria International Development Society, aiming to make Victoria the first fair trade university in New Zealand.
9. **Contact and collaboration across campuses**  
In particular I have worked with STU DiO (Te Aro rep group) and VUWLSS (Victoria University of Wellington Law Students' Society).
10. **Contact and collaboration with other groups and clubs at Victoria**  
I have worked with groups at Victoria for a number of events and support with student engagement, for example UniQ Victoria, VUWSA Women's Group, Vic International Development Society, Generation Zero, P3 Foundation at Vic, all clubs for the VUWSA Autumn Market, and so on.
11. **Regular collaboration with The Hunter Lounge**  
VUWSA and The Hunter Lounge have a collaborative relationship and I've worked with them on events such as After School Special, The VUWSA Autumn Market, and there are more lined up for the remainder of the year.
12. **'Skills for Good' Forum**  
I attended a forum with Jane Fletcher from the University and people from other organisations around the country, which explored how to better connect businesses, educational and community organisations through employer-supported volunteering.
13. **NZUSA Conference 'Shaping the Future: Student Representation and Student Experience'**  
I attended a half-day conference with VUWSA Executive members and NZUSA Member Associations around student engagement.
14. I have also provided support for other Executive members at meetings when needed, for example at Clubs Council with Ramon Quitales, and the Student Representation Review Working Party with Sonya Clark.

## **Strengths**

### **1. Dedication**

I have always been dedicated to VUWSA, both in the work that I do for VUWSA and how I represent the organisation. I have come to university at 7.30 in the morning to do leafleting promotion, stayed in the office until midnight making decorations for events and setting up rooms, and worked through the night to meet deadlines for proposals. I also represent VUWSA and uphold what we do, and I am proud to be

contributing to the sustainability of a Students' Association which is constantly striving to improve for its members and the wider student body, even in the face of difficult circumstances.

## **2. Approachability**

I like to think that I am an approachable person who will listen to everyone and anyone in a positive, respectful and honest manner.

## **3. Communication**

I have worked on being increasingly effective and organised in communicating with others. I communicate clearly and respond promptly to people.

## **4. New Approach**

I have brought a fresh perspective to the VUWSA team and tried to break free of the perception of VUWSA as a Students' Association that provides representation and welfare services, but little engagement. I have consistently voiced the opinion that students in Wellington should have a Students' Association which is able to provide great events and engagement initiatives just as other Students' Associations do.

## **Weaknesses**

### **1. Lack of institutional knowledge**

Lack of institutional knowledge has been one of the biggest factors hindering the progress I've made in this job: efficient processes, effective relationships and clear governance – management delineations are all difficult in a unique environment where students may only be around for a year. It takes a good few months to settle into your job by which time the year is almost half through. On the positive side, I have learnt a lot in a short space of time that has allowed me to start the second half of the year strongly and more efficiently.

### **2. Delegation**

I have often found it hard to delegate. I think that improvement in this area requires a change in how projects are approached from the beginning.

### **3. Retaining balance**

Working at VUWSA requires more hours in the office than can be accounted for in the work you get paid for. Much of what we do involves the little conversations over organisation, decisions and supporting each other in general, and I have struggled at times to balance work with study, other commitments and life in general!

## **Overall Rating**

I feel that I've proved myself to be a competent Executive member over the first half of this year, who leads, supports and contributes to the team. I am the first Vice-President Engagement following last year's governance review, and crafting a role which fits into the scheme of VUWSA and works towards its strategic goals has been a challenge which I'm sure will be ongoing. I'm proud that I continue to advocate for an idea of VUWSA as an Association which is able to provide big, successful events and is respected for its unique ability to provide culture and community for students by the University and the student body alike. I have introduced and am still working on new events, engagement initiatives and in strengthening relationships. It has been awesome meeting new students, working with lots of different groups and gaining new insight into the interests and aspirations of others studying at Victoria.

I have found that it is much harder to achieve things than I initially thought, and even harder to know how initiatives will be received by those it matters to. The student market is incredibly complex and VUWSA aims to engage this market in all its diversity, something which makes it a very exciting and challenging place to work at. At the end of the year I will ensure that as well as providing comprehensive handover notes, I will get a full Engagement Strategy underway start to build up a picture of what Engagement at VUWSA means and how it might be progressed. I think this is a really important part of identifying what it means to be a VUWSA member, a student at Vic and a part of Wellington.

It has been an absolute pleasure working with the VUWSA Executive and Staff so far, and I am looking forward to a successful second half of the year.