

EXECUTIVE HALF YEAR REPORT

NAME	Toby Cooper
POSITION	Clubs and Activities Officer
REPORT PERIOD	24 March – 30 June 2013
TOTAL WEEKS WORKED	14
HOURS WORKED	130.25

Reporting on Priority Goals:

Constitutional Goal 5

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

- (a) Over the last four months, I have supported student-led activities at VUW in a variety of ways. Many of these ways have involved fostering the success of clubs and club events at VUW. After initiating contact with all clubs at VUW, I have dedicated most of my efforts to working with the individual clubs that have responded to me. However, by evaluating club services (such as by improving the forms for clubs) and running the Clubs Information Session alongside Raewyn Clarke (the VUW Clubs Manager), I have also provided benefits for all clubs.
- (b) I have worked with individual clubs to provide advice and hands-on support, as I promised in my election campaign. Primarily, this has involved corresponding with and meeting club executive members. I have guided clubs through administrative processes (such as how to apply for funding from the university), introduced them to the services available at VUW, and brainstormed event ideas and promotional strategies with clubs.



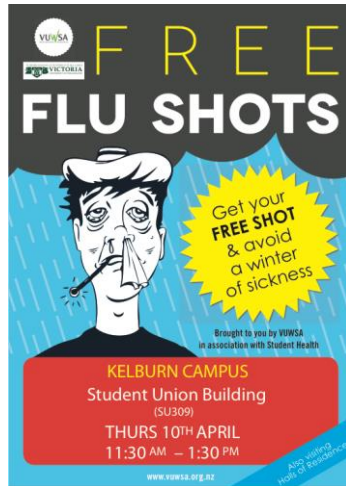
I was the doorman for the VUW Languages and Cultures Ball 2014, organised by the VUW French Society.

- (c) I have also supported clubs by dedicating my time to ensuring the success of club events. I have promoted club events to students through E-mail, Facebook, and through a greater on campus presence. The latter was achieved through providing clubs with a regular venue in the Hub to connect with students, known as the VUWSA Clubs Showcase. I've also promoted club events to students during university lectures.
- (d) Other key roles of my portfolio are to chair the VUWSA Clubs Council and to help lead discussions in the VUW Sponsorship Panel. These roles allow me to ensure consistency and fairness in decisions over club funding, and help me to guide individual clubs in preparing their funding applications and making financial decisions.

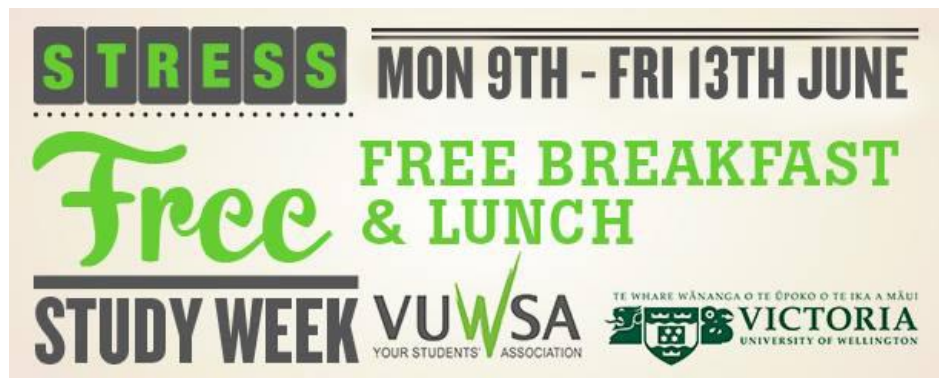
General Tasks and Initiatives

I have undertaken many tasks to support VUWSA and the needs of the Executive. Among other things, this has involved:

- a) contributing to decisions made by other executive members;
- b) assisting Student Health Services in distributing free flu shots to students;



- c) preparing the VUW team for the national University Challenge competition;
- d) writing columns for Salient;
 - a. <http://salient.org.nz/columns/exec-column-2>
 - b. <http://salient.org.nz/columns/exec-column-6>
- e) providing students with food in Stress Free Study Week.



Representation

1. VUWSA Clubs Council

I chair monthly meetings where the elected Clubs Representatives consider funding applications made by clubs. Recommendations made by this student Council are forwarded to the Sponsorship Panel, which makes the ultimate decision as to whether, and to what extent, a club will receive funding. Over the past four months, I have chaired 4 meetings of the Clubs Council.

2. VUW Sponsorship Panel

I help lead monthly meetings where VUW staff consider funding applications made by clubs and representative groups. The members of the Sponsorship Panel look to me to explain the reasons for decisions made by the Clubs Council. Over the past four months, I have attended 3 meetings of the Sponsorship Panel.

3. VUWSA Executive Meetings

At meetings of the VUWSA Executive, I contribute to the discussions and decisions made. I have presented several reports to the Executive at these meetings, such as the VUWSA Van Survey Report and the Clubs Showcase Proposal. Over the past four months, I have attended 6 meetings and workshops of the VUWSA Executive.

4. Engagement Team Meetings

The Engagement Team of the VUWSA Executive consists of the Engagement Vice-President, the Campaigns Officer, and the Clubs and Activities Officer. At these meetings, we have planned out an Events Calendar for 2014 and updated each other on our individual progress towards our goals in our respective portfolios. Over the past four months, I have attended 6 meetings of the Engagement Team.

5. Meetings with Raewyn Clarke (VUW Clubs Manager)

In order to represent students in decisions made by the university in respect of clubs, it is important for me to maintain a good working relationship with Raewyn Clarke, the Clubs Manager for the university. In our regular meetings, I critique the existing systems and services for clubs and stay informed on the current happenings of individual clubs. Over the past four months, I have attended 5 meetings with Raewyn Clarke.

Strengths

1. My biggest strength that I bring to this role is my enthusiasm to work with students, especially on activities and events which they are passionate about. In an environment where students can be both highly driven and overwhelmed by the enormity of their responsibilities, it is important to know when others need motivation and to be able to inspire energy in others.
2. An additional strength of mine is in engaging with students. Once I was elected to this position, my first priority was to inform students of my existence and to promote my office hours through as many sources as possible. I frequently encourage students to come and meet with me on club-related matters as I place a lot of importance on developing relationships with students and encouraging communication.

Weaknesses

1. The key weakness hindering my success in the position is my perfectionism. This results in some tasks taking longer than would otherwise be expected. These tasks include writing an E-mail to be delivered to all VUW clubs or writing a column for *Salient*. I will work on overcoming this weakness in Trimester Two by building my confidence in regards to the various tasks required of the Clubs and Activities Officer. Hopefully, this will mean that I won't have unrealistic expectations of my performance.

Overall Rating

Generally, I feel that my contribution to VUWSA has been in providing enthusiasm and support to members of the Executive while assisting students in setting up clubs, seeking club funding, and preparing for club events. A significant chunk of my time is dedicated to responding to E-mails from clubs and working on VUWSA tasks. I look forward to spending more time working alongside students as both a voice for students on club issues, and as a member of the VUWSA Executive.