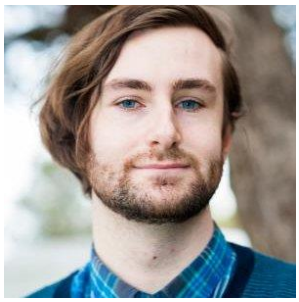
VUWSA
YOUR STUDENTS' ASSOCIATION

EXECUTIVE WORK REPORT



NAME	Declan Doherty-Ramsay
POSITION	Engagement Vice President
REPORT NUMBER	20
REPORT PERIOD	22/09/2014 – 05/10/2014
HOURS WORKED	42.5

OBJECTIVES FOR THIS REPORTING PERIOD

Objective	Progress	Target Achievement Date
VUWSA AGM and SGM		Completed

MEETINGS OR EVENTS ATTENDED

Meeting	Date	Hours Attributable
Executive Meeting	23/09/2014	2.0
VUWSA AGM Briefing	30/09/2014	1.0
VUWSA AGM Day (Includes Setup, Event, Packdown)	01/10/2014	8.0
Student Representation Celebration	01/10/2014	2.0

GENERAL TASKS

- Preparation for the AGM including: Organising the Executive Roster, arranging the sound and video equipment, preparing the slideshow, putting posters up, creating ballots, collating the Half

Year Reports, uploading documents to the VUWSA website, printing materials to be given out during the AGM, and other small miscellaneous tasks (15.0 hrs)

- Adhoc discussions with VUWSA President and Vice Presidents (5.0 hrs)
- VUWSA Newsletter for AGM (3.0 hrs)
- Managing the VUWSA Facebook Page (3.0 hrs)
- Designing AGM Poster and Cover Photos (2.0 hrs)
- Processing Payments (1.0 hrs)
- Work Report (0.5 hrs)

OBJECTIVES FOR NEXT REPORTING PERIOD

Objective	How I know I've achieved it	Target Achievement Date
Handover 2015	Starting to help and work with Toby as the incoming Engagement Vice President, ensuring a smooth transition through to 2015.	31/12/2014

GENERAL COMMENTS/PAY REQUEST

Please pay me for 40 hours, and add the additional hours to my surplus.