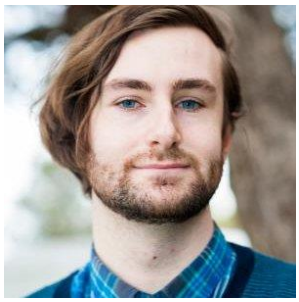
VUWSA
YOUR STUDENTS' ASSOCIATION

EXECUTIVE WORK REPORT



NAME	Declan Doherty-Ramsay
POSITION	Engagement Vice President
REPORT NUMBER	5
REPORT PERIOD	24/02/2014 – 09/03/2014
HOURS WORKED	81.5

OBJECTIVES FOR THIS REPORTING PERIOD

Objective	Progress	Target Achievement Date
Orientation Week		Completed
NSO Week		Completed
Clubs Week	Ran smoothly, great performances from the cultural groups, and the PM dropped in.	Completed

MEETINGS OR EVENTS ATTENDED

Meeting	Date	Hours Attributable
New Students Orientation – Member sign ups	24/02/2014 – 28/02/2014	25
VUWSA Neon Toga Party – Welcoming students	25/02/2014	4
Meeting with Sonya Clark and Jack Barber (Manager of The Hunter Lounge)	26/02/2014	1
Meeting with Sonya Clark and Tom Conroy (Producer of University Challenge)	26/02/2014	1

Baauer and Ryan Hemsworth (O Week Event) – Welcoming students and taking care of sick and injured attendees	26/02/2014	5
New Vice Chancellor's Pōwhiri and Welcome Ceremony	03/03/2014	2
Orientation Week – Student sign ups, BBQ, set up and pack down	03/03/2014 – 07/03/2014	10
Meeting with Jackie Anderson (Student Advocate)	07/03/2014	2

GENERAL TASKS

- Drafting Newsletter to be sent out to members (5 hrs)
- Preparing O Week materials (8 hrs)
- Scheduling Social Media posts and uploading photos (3 hrs)
- Checking and replying to emails (3 hrs)
- Work Report (0.75 hrs)
- Debriefs with staff, volunteers, and Executive (3 hrs)
- Ad Hoc discussions with President and Vice Presidents (5 hrs)
- Annual Plan Consolidation (2.5 hrs)
- Preparing Class Rep Handbooks and delivering them (0.5 hrs)
- Familiarisation with key VUWSA documents (0.75 hrs)

OBJECTIVES FOR NEXT REPORTING PERIOD

Objective	How I know I've achieved it	Target Achievement Date
2013 Annual Report	Write up for Faculty Games, Autumn Market, and After School Special completed	14/03/2014

IGM Preparation	Date set, Venue confirmed, logistics of the event planned, and executive availability confirmed.	Date TBC
University Challenge 2014 Team Selection	Decided on a venue for trials to held, set a date for the trials, begin advertising to students.	31/03/2014
Events Planning	Event Draft for 2014 matched up with budget estimates, drawn from actuals in 2013 budget, proposal for funding drafted.	24/03/2014
O Week 2014 Debrief	Collated responses from Executive and Volunteers on how they felt O Week ran internally	21/03/2014

GENERAL COMMENTS/PAY REQUEST

Please pay me 40 hours.