



## Victoria University Student Union Board Meeting Report

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| <b>Department &amp; Presenter</b> | General Secretary - Mughees Raza |
| <b>Date</b>                       | 19 October 2022                  |

### ITEM

#### **AGM 2021 & Office Bearer Regulations**

At the beginning of my term, I helped Kate organise and plan for the Annual General Meeting 2021. During this time I, along with Kate and some previous VUSU Office Bearers helped put together the Office Bearer Regulations. These regulations aimed to help structure VUSU and give Office Bearers a clearer understanding of their requirements in their position. This was an important goal for Kate and I to achieve so early into our newly appointed positions as these regulations were something that previous VUSU teams didn't have a professional structure to follow.

#### **2022 Goals**

At the beginning of my term I made myself a select few important goals to achieve during my position as the General Secretary.

- Working to get College Societies and Associations back up and running:
  - In 2022 we had 2 affiliated bodies -VU International Student Association (ISA) and the Dictum Society (College of Law and Justice).
  - I worked with Kate and other Office Bearers to reach students who could have been interested in starting other College Societies. Social media reach gained some traction but more in-person engagement was needed. I hope this work continues and the next team achieves more traction with re-starting and re-affiliating the remaining College Societies.
- Working with Paris and Kate to ensure records of VUSU finances are kept securely and safely, including minutes, motions and reports. To work with Paris and Kate to better organise the Goodge Drive.
  - I, along with Kate and Paris, created a Shared Drive in the beginning of our term to better keep records and allow all of VUSU Board documentation to remain safe.
  - The Google Drive previously allowed any office bearer to delete their documentation whenever, including reports and motions but the Shared Drive allowed only the Executive Officer and the President to remove any documents added to the drive.

## **Initiatives**

Although I didn't get to plan any myself, I attended many that were planned and organised by the VUSU Office Bearers, some included:

- Multiple Orientation Weeks
- Belonging Week
- Respect and Empathy Week

I was amazed at the work that the Office Bearers achieved this year and especially the on-campus engagement across all VU campuses. Each Office Bearer did an amazing job and put on some awesome initiatives, great work VUSU team!

## **General Assistance to President**

For the entirety of 2022, I worked very closely with Kate and gained many skills and knowledge of how VUSU runs in the background.

Some of the things that I helped Kate with included but were not limited to:

- Minute taking
- Quarterly reporting
- Elections
- Affiliated body procedures and processes
- Regulation draft writing
- Auditing procedures and processes
- VUSU legality rights

I just wanted to say thank you to all of the VUSU Board and especially Kate, who helped me immensely throughout the year. The team did an amazing job and brought a bit of life back to campus after such a long time. Well done to all and everyone should be incredibly proud of the work they achieved in the best interest of students.