

Executive End of year report 2017

Portfolio: Business Executive

Name: Rose Oakley



As part of your Executive contracts, you are required to complete an end of year report. The better the quality of your report, the more valuable it will be to the Association so please take the time to fill this in well but be honest, and please be concise. The information in your report will be used for **mawsa** annual report.

This is also an excellent opportunity to pass on your knowledge and recommendations to incoming Executive and strengthen Executive handover. By doing so, you are empowering the incoming **mawsa** Executive committee to build upon the achievements of your year better serving our members by growing as an Executive.

Introduction:

- *I was made Business Executive in semester two, therefore I have limited experience to reflect on, but my main focus this semester was on increasing support for business students.*
- *I hope this information provides useful for the future business executive 😊*

Key contacts:

- *Worked with all other members of the executive for student led events run through MAWSA*
- *A valuable contact is Grant Verhoeven who is the careers counsellor as he oversees the Massey Association of Communication Students, a core part of the Business College at Massey Wellington. He has useful contacts for events, inspiring ideas and good direction. His email is G.Verhoeven@massey.ac.nz*
- *Ruth Turner, the secretary to the College of Business Board, is useful for contacting to ask for information such as when business meetings are on, receiving minutes, receiving the agenda or asking any questions relating to the College of Business meetings. Her email is: R.G.Turner@massey.ac.nz.*
- *Kate Te Ao is a useful contact should any Business students get in touch with you in regards to needing help for hardship. Her email is: advocate@mawsa.org.nz.*
- *Sarah Wang, the manager of MAWSA is the best contact! She has advice on how to apply for grants, how to go about getting things done and just all round great for holistic advice. Her email is: manager@mawsa.org.nz*

Communication

- *I believe face to face meetings are the best way to connect with people as there is absolute clarity of what you're saying and it is easier than emailing back and forth. I also think it improves relationships when meetings are conducted face to face.*

- *That said, I would email firstly to set up the meeting and provide a brief description of what the meeting is about.*
- *Best way for communication with business students is utilising the various year group's Facebook pages. I did this with the first, second and third year communication students.*
- *If you are wanting to advertise an event, a great way is to speak at lectures where a lot of business students are attending. Just email the first and request to speak for a couple of minutes before the lecture commences. Most lecturers do not mind at all.*
- *Alternatively, you can email lecturers and ask them to advertise an event for you at the beginning of a lecture – most are happy to 😊*
- *Posting on the various notice boards around campus and in bathrooms.*
- *Posting in Massive.*

Committee(s):

- *N/A*

What events/activities did you undertake as part of your position? [Second Semester Only]

- *MAWSA Ball*
 - *Helping out in the safe zone*
 - *Keeping an eye on students on the dance floor. Looking out for students who were intoxicated or needed other support*
 - *Helping with the coat check at the beginning and end of the ball*
- *Destress Week*
 - *Running the hot chocolate and lolly station at Co Lab*
- *Clubs Day*
 - *Dressing up in a ball gown and promoting the ball through a 'balls' competition*
- *90s Election Party*
 - *Dressing up in 90s theme*
 - *Helped get the 'vibe' going of the event*
 - *Checking in students*
 - *Keeping an eye out for intoxicated students*
- *Candidates Day*
 - *Running the BBQ for students*
- *The MAWSCA's Clubs and Societies Awards*
 - *Ensuring students were safe in regards to alcohol consumption*
 - *Roaming event and helping when required*

Support of the Executive/Association:

- *Assisted with event planning*
 - *Helped run an event with the international executive where we put on drinks and nibbles for international students at Southern Cross. This was successful with a turnout of 23 people and international students were given the chance to connect with others.*

Highlights:

- *Working alongside the executive to improve student life at Massey Wellington*
 - *Providing free BBQs*
 - *Running de stress events*
 - *Helping co-ordinate the ball (my favourite event this year!)*
 - *Listening to students' feedback about what more could be done*
- *Knowing that I am giving back to the university community and my fellow peers.*
- *Working amongst like-minded, motivated individuals and MAWSA staff that want to make a difference 😊*

Lowlights:

- *At times, managing the demanding work load of academic assignments and executive commitments. This was apparent especially in the middle of the semester.*
- *Plan ahead! Write out when all your assignments are due and make sure you can fully commit to executive events before putting your hand up.*
- *If worse comes to worst, lecturers were obliging and gave me a few days extension if the work piled up on top of my executive duties.*
- *I would recommend this should you find the same.*

Suggestions for future events/activities:

- *Destress week events*
 - *Very important to provide students with an outlet/activity at heightened periods of stress during the year. I would recommend continuing this themed week, and taking part in the planning of this.*
- *Event exclusively for business students*
 - *I would recommend organising an event exclusively for business students. This could be a pizza night or an event held at Southern Cross due to our great relationship with them.*
 - *Ideally the night would have industry professionals available for 'speed dating' where students can ask questions and network.*

Time Commitment:

- *5-7 hours a week.*
- *More on some weeks depending if I put my hand up to help out with more activities.*

Further comments:

- *My advice is to utilise the staff around MAWSA as they are knowledgeable and can get you in touch with the right people.*
- *Never be afraid to ask for help or for opportunities, as they are everywhere 😊*
- *All the best for a successful year!*