

# Executive Reporting Policy

Approval Date:	May 2025	Approval Authority:	LUSA President
Review Date:	May 2027	Contact Officer:	LUSA President

## Purpose

1. The purpose of the policy is to ensure the Lincoln University Students' Association (LUSA) Executive are accountable to Lincoln University students. It also ensures the Executive are aware of the expectations they are required to meet.

## Interpretation

2. In this policy, unless the context otherwise requires, the Executive means any of the following: President, Vice-President, Secretary, Sustainability Representative, Wellbeing and Engagement Representative, Pasifika Representative, Rainbow EDI Representative, Disability EDI Representative, Postgraduate Representative, Postgraduate Engagement Representative, International Representative and Te Awhioraki Tumuaki.

## Meetings

### Individual portfolios and advocacy

3. The Executive is required to attend a range of informal meetings relating to their portfolios as advocacy work. This includes:
  - 3.1. Attending weekly catch-ups to stay up to date with LUSA's activities and each other's advocacy work. A verbal update may be required of members at the weekly Executive catch up.
  - 3.2. Meeting individually with the President every fortnight to discuss their portfolio progress and any meetings they have been in attendance at or are going to be attending.

## Governance Board

4. The Executive is expected to meet as a governance body at a minimum of 9 times annually as outlined in the constitution.

## Annual Report

5. In October of each year Executive members must produce a report summarising their activities during that academic year. This will enable them to complete their end of year performance review and handover to the Executive elect.
6. The report should cover:
  - Committees they were a member of, along with a summary of the function and operations of the committee.
  - Project update i.e. tasks left to complete, further opportunities and challenges, or barriers to implementation
  - Ongoing feedback that is yet to be resolved.
  - Any additional opportunities undertaken.
  - Recommendations for future work to be completed by the Executive.
  - Key contacts within the University and externally.
  - Any other comments to assist future Executive members.

## Other Reports

7. The Executive may be required to complete additional reports as required by the President, University Staff, LUSA Staff or the LUSA Executive.

## Review

8. This policy should be reviewed biennially by the LUSA Executive. The Executive may change this policy in the interim.

