

Appendix 1 – Existing Remits

President

Overview of role

The President is the elected head of the OU Students Association and is also a Trustee of the Association. They are responsible for leading the organisation and ensuring the objectives of the Association are met. The OU Students Association President:

- Takes the lead role in representing the Association to external organisations and within the Open University.
- Chairs Central Executive Committee meetings setting the agenda alongside the General Manager.
- Works alongside the Deputy President to ensure appropriate support for the other members of the Central Executive Committee including the provision of appropriate training if required.
- Co-chairs the Student Voice Steering Group, a joint initiative of the Open University and the Students Association which has oversight of student engagement and voice activities throughout the University.
- Chairs OU Students Association Board of Trustee meetings setting the agenda alongside the General Manager.
- Acts as a Trustee and champion of the student charity, Open University Students Educational Trust (Ouset).
- is co-chair of the Conference Steering committee alongside VP Administration
- Chairs the biennial Conference and has final responsibility for the report by the Central Executive Committee to Conference.
- Is a member of the Societies Standing Committee.
- Is an ex officio member of University Governance Committees including the Open University Council, Senate, Students Association Senate Reference Group and the Education Committee.

Role Specific Essential information

This role is full-time, contracted to 37 hours a week, from 1 August 2018 to 31 July 2020. The salary to be paid to the post-holder will be £20,411 per annum (spinal point 14 of Grade 4). The elected role holder will be home-based with travel expenses covered, a hot desk will be provided in the Milton Keynes office and the Association will provide a tablet, laptop and mobile phone to enable home working. Full contractual details are available on request.

You must be eligible to hold paid elected office in accordance with the Education Act 1994 Section 22 on Student Unions which prescribes that a person may not hold paid elected office at a Students Union for more than two years in total.

You will be required to complete the duties of a Trustee for the OU Students Association and OU Students Educational Trust (Ouset) in your own time on a voluntary basis outside the paid hours. These duties will, on average, require around three additional hours each week.

Role holder must have the right to work in the UK.

Many of the commitments of performing this role will need to be completed during office hours. This role also includes weekend activities (for example attending meetings of the Central Executive committee, Conference Steering Group, face to face Student Consultations etc).

At the conclusion of the term of office the President as Immediate Past President will become the Chair of the Board of Trustees of Ouset for a two year term. This is an unpaid voluntary position.

You will have:

- The confidence to chair meetings and make decisions with the support of your Executive
- The ability to challenge appropriately and to be a leader for the Association
- Passion for the OU Students Association Vision, Mission and Values
- Willingness to engage with students, volunteers and Association Staff in pursuit of our objectives
- Good communication skills
- Ability to work independently and collaboratively as part of a team
- Commitment to develop skills and knowledge appropriate to the role

Meetings/Committees you will attend:

Association Trustee meetings – The Trustees meet a minimum of four times a year in Milton Keynes. These meetings are held during the work week. At times Trustees come to campus to be involved in interview panels or specific working groups. (First handover meeting will take place 20-22 July 2018, future dates will be set by the board and last half a day).

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Ouset Trustee meetings – The Ouset Trustees mostly meet online, however, they do attend two to three face to face meeting each year.

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Conference Steering Committee – This takes place in the lead up to the Biennial conference, and requires attendance at two face to face meetings in Milton Keynes & participation in an online working group.

Societies Standing Committee – This meeting is held two-three times a year at the weekend, meetings last four hours and are usually on Saturdays.

Equality, Diversity and Inclusion Steering Group – Meets three times per year during the week.

Council – Meets five times per year during the work week. Most meetings take place in Milton Keynes during office hours but occasional travel to other locations throughout the UK and Ireland will be necessary. There is also one development day each year for members (Induction day: 25 September 2018. Meetings: 27 November 2018, 5 March 2019, 14 May 2019 and 16 July 2019).

Senate Reference Group – Meets four times per year during the working week (10 October 2018, 24 January 2019, 3 April 2019 and 26 June 2019).

Senate – held four times a year on a weekday, occurs after Senate Reference Group meeting (10 October 2018, 24 January 2019, 3 April 2019 and 26 June 2019).

Senate Workshops – Senate often creates separate working groups related to specific pieces of work. These working groups can be delegated to other members of the Senate Reference Group if required.

Education Committee – Meets three times per year during the working week (6 December 2018, 20 March 2019 and 10 July 2019).

The President is also a full member of the following working groups/committees, which meet at regular intervals throughout the year:

- Learning Teaching and Innovation Policy Group
- OU Senior team
- Prevent Steering Group
- Quality Enhancement Advisory Group
- Student Casework Steering Group

The President attends regular meetings with many senior University officials and may be invited to join the membership of other working groups that are set up as relevant to students. Attendance at such working groups may be delegated to other appropriate Central Executive Committee members.

What additional support will you receive

As part of your role you will be supported by the General Manager and Deputy General Manager as appropriate. You will work closely with the Deputy President and other Central Executive Committee members, ensuring regular communication.

Deputy President

Overview of role

The Deputy President's primary role is to support the work of the President and to deputise for the President as necessary. You will take on oversight of the Association volunteering strategy and support projects which fall outside of other Central Executive Committee members remits. The Deputy President is also a Trustee of the Association and a Director of OUSA Services Limited.

The OU Students Association Deputy President:

- Works alongside the President to ensure appropriate support for members of the CEC including the provision of appropriate training if required.
- Is a member of the OU Student Consultation Management Group.
- Is a member of the Association's Senate Reference Group.
- Has delegated authority from the President for overseeing disciplinary proceedings.
- Oversees the volunteering strategy working in partnership with the Head of Volunteering.
- Has responsibility for ensuring that Research Students are recognised and represented as part of our work.
- Works on projects that do not sit within the remit of any single officer.
- Is a Trustee for the Students Association.
- Is a Director for OU Students Association Services Limited (OU Student Shop).

Role Specific Essential information

You must be a full member of the Students Association at the time of election and have a right to work in the UK. In addition you must be willing and eligible to act as a Trustee and as a Company Director.

This role is part-time, contracted to 22 hours a week (0.6FTE), from 1 August 2018 to 31 July 2020. The salary to be paid to the post-holder will be £12,246.60 pro-rata (spinal point 14 of Grade 4). The elected role holder will be home-based with travel expenses covered, a hot desk will be provided in the Milton Keynes office and the Association will provide a tablet, laptop and mobile phone to enable home working. Full contractual details are available on request.

You must be eligible to hold paid elected office in accordance with the Education Act 1994 Section 22 on Student Unions which prescribes that a person may not hold paid elected office at a Students Union for more than two years in total.

You will be required to complete the duties of a Trustee for the OU Students Association and of a Director of OUSA Services Limited in your own time on a voluntary basis outside the paid hours. These duties will, on average, require around three additional hours each week.

Role holder must have the right to work in the UK.

Many of the commitments of performing this role will need to be completed during office hours. This role also includes weekend activities (for example attending meetings of the Central Executive committee, face to face Student Consultations etc).

You will have

- An appreciation and understanding of the hard work that Volunteers commit to the Association.
- The Confidence to chair and attend high level meetings as required by the President.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association Staff in pursuit of our objectives.
- Good communication skills.
- Ability to work independently and collaboratively as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Meetings/Committees you will attend:

Central Executive Committee meetings – these are held four to six times a year at weekends.

Senate Reference Group – Meets four times per year during the working week (10 October 2018, 24 January 2019, 3 April 2019 and 26 June 2019).

Association Trustee meetings – The Trustees meet a minimum of four times a year in Milton Keynes. These meetings are held during the work week. At times Trustees come to campus to be involved in interview panels or specific working groups. (First handover meeting will take place 20-22 July 2018, future dates will be set by the board and last half a day).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Equality, Diversity and Inclusion Steering Group – Meets three times per year during the week

Student Consultations Management Group – Meets four times a year. These meetings can be attended in person or remotely.

The President may also request your attendance at relevant working groups, committees or meetings which are delegated to you.

What additional support will you receive

As part of your role you will be supported by Deputy General Manager and Head of Volunteering as appropriate. You will work closely with the President as well as other Central Executive Committee members, ensuring regular communication.

Vice President Administration

Overview of role

The Vice President Administration has primary responsibility for the Association's assets, financial management and rules. They are also a trustee of the Association and of the OU Students Educational Trust (Ouset).

This role involves working with Association colleagues online as well as face to face on campus in Milton Keynes.

The OU Students Association Vice President Administration:

- Is the lead officer in negotiating the subvention with the University.
- Has responsibility for presenting the accounts, budgets and financial reports to the Central Executive Committee and Board of Trustees.
- Advises the Central Executive Committee and Board of Trustees about financial implications of matters under discussion.
- Approves the accounts and constitutions of affiliated societies.
- Interpreting and maintaining the by-laws, constitution and associated rules.
- Leading the quadrennial Rules Revision Convention (next due in 2021).
- Is co-chair of Conference Steering Committee.
- Advises the Returning Officer regarding election rules.
- Leads the Association's Policy reviews.
- Liaises with the Association's legal and financial advisors.
- Attends Societies Standing Committee meetings to provide guidance on finance and rules.
- Is a trustee of the OU Students Association and the OU Students Educational Trust.
- Is a director of OUSA Services Limited.

Role Specific Essential information

You must also be willing and eligible to act as a Trustee and company director.

You will have:

- The ability to draft rules in clear language.
- An understanding of finance issues.
- Attention to detail, always looking for ways to take complex information and deliver it in a manner which students can understand and that is relevant.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 15 hours per week. This role offers some flexibility as some meetings can be attended remotely, however this is a busy remit and your attendance on campus would be required for the following:

Conference Steering Committee – This takes place in the lead up to the Biennial conference, and requires attendance at two face to face meetings in Milton Keynes and participation in an online working group.

Association Trustee meetings – The Trustees meet a minimum of four times a year in Milton Keynes. These meetings are held during the work week. At times Trustees come to campus to be involved in interview panels or specific working groups (First meeting will take place 22 July 2018, future dates will be set by the board).

Subvention meetings – two to three meetings per year on campus, often held during the work week.

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Ouset Trustee meetings – The Ouset Trustees mostly meet online, however, they do attend two to three face to face meeting each year.

Societies Standing Committee – This meeting is held two-three times a year at the weekend, meetings last four hours and are usually on Saturdays.

Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by the Head of Resources, General Manager and Deputy General Manager as appropriate. Your remit covers all teams and so at times you will be working with different staff members in the office.

Vice President Education

Overview of role

Vice President Education has the responsibility for keeping the University's educational programmes and related matters under continuous review. They also have the responsibility of ensuring we have effective academic representation and make sure student views on the quality of and aspirations for learning and teaching are represented to University Academic Governance Committees.

The OU Students Association Vice President Education:

- Is the University's point of contact for matters relating to educational programmes.
- Has responsibility for ensuring effective student representation within the University, and will need to work alongside the VP Student Voice to ensure cohesion in supporting and co-ordinating Faculty Representatives and Student Voice volunteers.
- Is a student member of Senate along with a team of five others, and the Chair of the Senate Reference Group.
- Is a member of Qualifications and Assessment Committee, which approves amendments made to modules and qualifications. A proportion of this work is done outside of the committee meetings.
- May be invited to actively participate in a large number of meetings beyond those committees of which they are ex officio members.
- Is the Chair of the Appointments Committee that considers Student Voice volunteer applications, and is the lead officer with responsibility for training and supporting the Central Committee Representatives, with efforts made to give direction to this team of capable volunteers.
- Takes a full and active role in OU Student Voice forums alongside student members of Governance Committees.

You will have

- Knowledge and understanding of academic governance within Universities and an interest in the wider Higher Education sector.
- The confidence to contribute to and challenge appropriately in high level committees.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our shared objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 15 hours per week. This role offers flexibility in that some tasks can be completed remotely and that preparation for committees and meetings can be done off campus, however, as you will be focused on ensuring that the Student Voice is heard in the University, your attendance on campus would be required for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Senate Reference Group – Meets four times per year during the working week (10 October 2018, 24 January 2019, 3 April 2019 and 26 June 2019).

Senate – held four times a year on a weekday, occurs after Senate Reference Group meeting (10 October 2018, 24 January 2019, 3 April 2019 and 26 June 2019).

Senate Workshops – Senate often creates separate working groups related to specific pieces of work. These working groups can be delegated to other members of the Senate Reference Group if required.

Appointments Committee – Mostly held online, but usually meets face to face once per year.

Qualifications and Assessment Committee – Meets four times a year, with some decisions and correspondence online (6 November 2018, 12 February 2019 and 21 May 2019).

Due to the wide ranging nature of this role, Vice President Education may also be invited to attend a number of meetings beyond those with whom they are *ex-officio* members.

Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by the Head of Student Voice and the associated Student Voice team based on campus. You will also work closely with VP Student Voice and the Faculty Representatives.

Vice President Equality and Diversity

Overview of role

The Vice President Equality and Diversity has the responsibility for ensuring the Association and the University fulfil their commitments to Equality and Diversity in accordance with relevant legislation and policy. They shall be the Association's point of contact for issues relating to Equality, Diversity and Inclusion.

The OU Students Association Vice President Equality and Diversity:

- Is responsible for advising and encouraging consistent implementation of equality, diversity and inclusion policies across the Association.
- Chairs the Association's Inclusion meetings.
- Co-ordinates and liaises with other Association representatives to ensure that policies relating to equality, diversity and inclusion are adhered to by the University.
- Represents the interests of students in secure environments.
- Works to widen participation of under-represented groups within the Association, the University and the wider Higher Education sector.
- Provides support and guidance to the Disabled Student Groups, PLEXUS and similar affiliated groups.
- Is a member of the OU Equality, Diversity and Inclusion Steering Group.

You will have:

- Knowledge and understanding of matters relating to Equality, Diversity and Inclusion.
- The confidence to chair meetings.
- The commitment to ensuring that equality, diversity and inclusion are at the heart of what the Association and University deliver for students.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 15 hours per week. This role may offer less need to travel to Milton Keynes as much of your work can be completed remotely, however, your attendance on campus would be required for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Inclusion meeting – Meets four times per year, during the week. These meetings are often organised to fall within the same week as Central Executive Committee meetings.

Equality, Diversity and Inclusion Steering Group – Meets three times per year during the week.

Please note that meetings require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by the Head of Student Support and the Association Student Support team based on campus.

Vice President Media and Campaigns

Overview of role

Vice President Media and Campaigns has the responsibility for overseeing and reviewing the Association's communication strategy to ensure that we are effectively communicating with students and other stakeholders. In addition they will offer advice to the Central Executive Committee on the best use of media for campaigning purposes.

The OU Students Association Vice President Media and Campaigns:

- Oversees the communication strategy, working in partnership with the Head of Digital Communications.
- Champions the Students Association communication channels including the OU Students Magazine, STUDIO, social media and Virtual Learning Environment forums in line with Association Strategy.
- Promotes the identity of the Association to students and other key stakeholders.
- Assists other CEC members in communication issues.
- Works with other members of the Central Executive Committee to produce creative, engaging and relevant campaigns.

You will have:

- The desire to increase the Students Associations reach to students in order to increase awareness and engagement for our services, all of which can be a great benefit of being an OU Students!
- Knowledge of the various ways communications can be affected.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association Staff in pursuit of our objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 15 hours per week. This role offers a lot of flexibility as many aspects of the role can be completed remotely, however, your attendance on campus would be required for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by the Head of Digital Communications and the Digital Communication team who handle operational issues around communications and manage the centralised social media accounts.

Vice President Student Community

Overview of role:

Vice President Student Community is responsible for encouraging and enabling a vibrant and supportive student community, enabling OU Students to engage with and participate in the Association at local and national levels.

The Vice President Student Community has responsibility for the following activities:

- Encouraging and enabling the work of affiliated societies and clubs.
- Providing support and guidance to community volunteers (Eg Meet-up Hosts) and working in partnership with the Area Association Representatives.
- Overseeing and developing Freshers' events.
- Overseeing representation at graduation ceremonies and residential schools.
- Developing the Association presence at other events such as day schools.
- Is a director of OUSA Services Limited.
- Member of the Conference Steering Committee.
- Member of Societies Standing Committee.

Role Specific Essential information

You must also be willing and eligible to act as a company director.

You will have:

- A community and engagement focused approach, with a passion for involving students in events and activities both online and face to face.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 15 hours per week. This role offers flexibility as many aspects of the role can be completed remotely or at local events such as meet ups or 'Meet Your Students Association' events, however, your attendance on campus would be required for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Freshers events – During Freshers there may be a cause for you to attend campus to be involved in Facebook live events or other engagement activities. Freshers takes place during Sept-Oct and Jan-Feb.

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Conference Steering Committee – This takes place in the lead up to the biennial conference, and requires attendance at two face to face meetings in Milton Keynes and participation in an online working group.

Societies Standing Committee – This meeting is held two to three times a year on a weekend, meetings last half day and are often on Saturdays.

You may also be required to travel across the UK to support volunteers at Meet-ups, Residential Schools or Day schools.

Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by the Head of Community and the Community staff team who support with the operational aspects of planning and running events (e.g. booking venues, supplying resources).

Vice President Student Support

Overview of role

The Vice President Student Support has the responsibility of ensuring that the University provides the necessary support for students enabling them to study. This is a wide ranging remit which involves a significant time commitment for the post holder.

The Vice President Student Support:

- Ensures the University is doing the utmost in reducing barriers to study.
- Works closely with other members of the Central Executive Team, in particular VP Equality and Diversity and VP Education.
- Acts as a Trustee and champion of our student charity, Open University Students Educational Trust (Ouset).
- Acts as officer with responsibility for our Peer Support service and our liaison with Nightline.
- Chairs the Associations quarterly Service Review meetings.

Role Specific Essential information

You must also be willing and eligible to act as a trustee.

You will have:

- The confidence to chair meetings.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association Staff in pursuit of our objectives.
- Good communication skills.
- Ability to work independently and collaboratively as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 15 hours per week. This is a wide ranging remit and the role offers some flexibility as some aspects can be handled remotely, however, your attendance on campus would be required for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Ouset Trustee Meetings – The Ouset Trustees mostly meet online, however, they do attend one or two face to face meetings a year.

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Association Service Review Meetings – These are held on campus five to eight times per year during the working week (these are arranged depending on need and are usually planned around Central Executive Committee meetings).

Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by the Head of Student Support and the associated Student Support team based on campus.

Vice President Student Voice

Overview of role

Vice President Student Voice has the primary responsibility for ensuring that the Association is engaging with the student body so that the representations made to the University are soundly based on the views and aspirations of students. Working in collaboration with Vice President Education, Faculty Association Representatives, Central Committee Representatives and Learning Experience Representatives to provide a cohesion in our Student Voice activities.

The Vice President Student Voice:

- Is a member of the Student Voice Steering Group, co-chaired by the OU Students Association President and OU Director of Strategy. They will also be the lead student member of the Student Consultation Management Group which organises online and face to face consultations with students - actively participating at their quarterly meetings as well as engaging in work online.
- Is the lead student member for the OU Student Engagement Project and initiatives, to seek to grow and gain audiences for these and ensure that the feedback loop is closed for students that take part in these projects.
- Is the lead officer for developing the role and effectiveness of Learner Experience Representatives. This will include but is not limited to; providing informal advice and guidance to the volunteers in their dedicated spaces, arranging online catch up's and overseeing the development of an annual cycle of training and support for them.
- Provides a strategic direction for the Student Voice related communications and social media, providing content and coming up with ideas to ensure an effective system of communications and feedback between Learner Experience Representatives, Faculty Association Representatives and Central Committee Representatives.
- Plays a supporting role in projects and initiatives relating to the National Student Survey.

You will have:

- Knowledge and understanding of matters relating to student voice and engagement.
- The confidence to take the lead on initiatives related to student voice and academic representation.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our shared objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 15 hours per week. This role offers some flexibility as some aspects can be handled remotely, however, your attendance on campus would be required for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Student Consultations Management Group – Meets four times a year. These meetings can be attended in person or remotely.

Student Voice Steering Group – Three times per year on campus.

OU Student Engagement Project meetings – These meetings vary in frequency, length and need. Can be attended remotely.

Student Voice Volunteer training events – two to three times per year VP Student Voice will be involved in delivering and supporting Student Voice Volunteer Inductions and Training.

Student Voice Symposium – Occurs once each year in conjunction with the OU. Dates are flexible. Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

[What additional support will you receive](#)

As part of your role you will receive support from Head of Student Voice and the Student Voice team who handle much of the operational day to day business to support Central Committee Representatives and Learner Experience Representatives.

Faculty Representative (WELS, FBL, STEM, FASS)

Overview of role

Faculty Association Representatives have the primary responsibility for ensuring faculty representation of Association members in regards to all areas of the student experience.

The Faculty Association Representatives:

- Work in collaboration with other members of the Central Executive Committee.
- Are the first point of contact to students on faculty related matters, Representatives need to be visible and open to contact from students.
- Are members of the relevant Faculty Assembly.
- Liaise appropriately online with the Learner Experience Representatives and Central Committee Representatives, with regard to faculty matters and developments.
- Engage with Student Recruitment and Support Centres attending meetings online or in person if possible.
- Engage with senior faculty members and module teams about non-governance issues relating to student experience on modules, attending meetings online and in person if possible.
- Seek faculty specific student views regarding learning and student experience. Working with fellow Central Executive Committee Members to ensure that this is appropriately fed back to the University.
- Attend OU 'Student Support team' meetings if possible.
- Close the feedback loop on matters affecting students which are specific to the faculty, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- The Association's Senate Reference Group decide their own membership and Faculty Representatives may be requested to attend meetings and to participate online with the wider group on the Virtual Learning Environment.

You will have:

- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our shared objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 10 hours per week. This role offers slightly more flexibility than an Officer role but is of equal importance and your attendance on campus would be required for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Senate Reference Group – Meets four times per year during the working week (10 October 2018, 24 January 2019, 3 April 2019 and 26 June 2019). The Senate Reference Group decide their own membership, Faculty Representatives are currently members, but this could be subject to change.

Faculty Assembly – This occurs three times per year during the work week on campus. Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

[What additional support will you receive](#)

As part of your role you will work closely with Vice President Student Voice, Vice President Student Support and VP Education.

Association Representative for England

Overview of role

Area Association Representatives have the primary responsibility of supporting the development of a student community in their area and, where necessary, representing the views of students in their assigned area to the Central Executive Committee, the Open University and relevant external bodies.

The Area Representative for England:

- Works in collaboration with other members of the Central Executive Committee to meet our strategic objectives.
- Is visible and contactable for students to support with area-specific study issues.
- Supports students in providing local events such as meet ups, local volunteer projects and other initiatives.
- Works with Vice President Community to support community volunteers in their area.
- Is the lead contact for 'Meet Your Students Association' events supported by Vice President Student Community and other Central Executive Committee members.
- Supports Vice President Student Community in Association wide initiatives.

You will have

- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our shared objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 10 hours per week. This role offers slightly more flexibility than an officer role but is of equal importance and your attendance may be required both at local events as well as on campus for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by Vice President Community and the staff Community team based on campus.

Area Representative for (Scotland/Wales/Northern Ireland/Republic of Ireland)

Overview of role

Area Association Representatives have the primary responsibility of supporting the development of a student community in their area and, where necessary, representing the views of students in their assigned area to the Central Executive Committee, the Open University and relevant external bodies

The Area Representative:

- Is the lead contact in negotiations with national Parliaments/Assemblies/Higher Education bodies/OU in the Nations (N Ireland, Republic of Ireland, Scotland, Wales).
- Ensures the Central Executive Committee is aware of the impact of decisions for students in their nation.
- Works in collaboration with other members of the Central Executive Committee to meet our strategic objectives.
- Is visible and contactable for students to support with area-specific study issues.
- Supports students in providing local events such as meet-ups, local volunteer projects and other initiatives.
- Works with Vice President Community to support Community volunteers in their area.
- Is the lead contact for 'Meet Your Students Association' events supported by Vice President Student Community and other Central Executive Committee members.
- Supports Vice President Student Community in Association wide initiatives.

You will have:

- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our shared objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 10 hours per week. This role offers slightly more flexibility than an officer role but is of equal importance and your attendance may be required at local events such as meet ups, 'Meet Your Students Association' events and at meetings with local parliaments and assemblies.

You will also be required to attend campus for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by Vice President Community and the staff Community team based on campus.

Area Association Representative for Europe

Overview of role

Area Association Representatives have the primary responsibility of supporting the development of a student community in their area and, where necessary, representing the views of students in their assigned area to the Central Executive Committee, the Open University and external bodies

The Area Association Representative for Europe:

- Ensures the Central Executive Committee is aware of the impact of decisions for students in Europe.
- Works in collaboration with other members of the Central Executive Committee to meet our strategic objectives.
- Is visible and contactable for students to support with area-specific study issues.
- Supports students in providing local events such as meet-ups, local volunteer projects and other initiatives.
- Works with Vice President Community to support community volunteers in their area.
- Is the lead contact for 'Meet Your Students Association' events supported by Vice President Student Community and other Central Executive Committee members.
- Supports Vice President Student Community in Association wide initiatives.

You will have:

- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our shared objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 10 hours per week. This role offers slightly more flexibility than an officer role but is of equal importance and your attendance may be required at local events such as meet ups or 'meet your students association' events. You will also be required to attend campus for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Please note that meetings often require preparation time outside of the hours mentioned. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

What additional support will you receive

As part of your role you will be supported by Vice President Community and the staff Community team based on campus.

Student Member of Council

Overview of role

Council is the executive governing body of the University exercising control of University affairs including strategic planning, monitoring effectiveness and performance, finance, audit, estate management and human resource management.

The student member of Council is not considered a student representative in this context and must, as with all Council members, put the needs of the University first.

The Student Council member:

- Is a member of Council and may also be required to take part in working parties/groups established by Council.
- Has the opportunity to ensure that the Student Voice is heard by Council on any matter of concern to students.
- Is a full member of the Central Executive Committee and is required to produce regular reports informing the Central Executive Committee of matters under discussion at Council meetings (except for matters deemed confidential).
- May also be invited by the President to join in any aspect of the Association's work.
- Is a member of the Senate Reference Group.

You will have

- Knowledge and experience of academic governance within the University.
- The ability to consider issues from a strategic perspective, question intelligently, debate constructively and decide dispassionately.
- A broad understanding of current practices and developments in the UK Higher Education sector, including the role of regulatory bodies.
- An understanding of finance issues.
- Passion for the OU Students Association Vision, Mission and Values.
- Willingness to engage with students, volunteers and Association staff in pursuit of our shared objectives.
- Good communication skills.
- Ability to work independently and as part of a team.
- Commitment to develop skills and knowledge appropriate to the role.

Time commitment

Within this role you can expect to spend on average 15 hours per week. This role has a high requirement for the role holder to be able to attend campus, as the Council member attends several high level committees and can also be called upon to attend council sub-committees in the President's absence, you will be required to attend campus for the following:

Central Executive Committee Meetings – these are held four to six times a year on weekends (dates which have been confirmed for these meetings include; 20-22 July 2018, 19-21 October 2018).

Induction Weekend – All newly elected representatives and trustees are expected to attend 7-9 September 2018.

Association Conference – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus 22-24 June 2018.

Senate Reference Group – Meets four times per year during the working week (10 October 2018, 24 January 2019, 3 April 2019 and 26 June 2019).

Council – Meets five times per year during the work week. Most meetings take place in Milton Keynes during office hours but occasional travel to other locations throughout the UK and Ireland will be necessary.

There is also one development day each year for members (Induction day: 25 September 2018. Meetings: 27 November 2018, 5 March 2019, 14 May 2019 and 16 July 2019).

Council sub-committees – These vary in location, length and frequency. Remote attendance may be possible (e.g. Governance and nominations 24 October 2018, 6 February 2018, 10 April 2019 and 12 June 2019).

Please note the agenda for these meetings are always demanding and a significant amount of time will be required to read the papers and prepare for the meetings. Travel time to and from meetings has not been included in our estimation of the time commitment for individual roles.

[What additional support will you receive](#)

As part of your role you will be supported by the OU Students Association General Manager and President (where appropriate). There is also training and support offered to the role-holder by the OU governance team.

Common Responsibilities of all Volunteer Central Committee Members

- Act on behalf of the President and therefore are responsible to the President between meetings of the Central Executive Team.
- Work together as a team to support the Association's Mission, Aims and Objectives. This involves effective communication amongst Central Executive Committee members using the private forums, emails, skype and other means.
- Promote the activity of the Association within their area of responsibility in accordance with Conference decisions, Association policy and the OU Students Association Strategy.
- Work in collaboration with the Association's representatives on University Committees towards the achievement of Students Interests being recognised and reflected within University policy.
- Regularly report to OU Students Association members by submitting quarterly reports regarding individual remits and contribute to the production of the Central Executive Committee report to Conference.
- Be responsible for monitoring the effectiveness of Association policy within their remit. Taking responsibility for drafting responses to Policy Reviews initiated by members and initiating Policy Reviews on behalf of the Central Executive Committee where required.
- Maintain timely communication and effective working relationships with relevant members of the Association staff team, who are available to support role holders with the operational and administrative aspects of their remits.
- If required, delegate authority to another person to undertake specified work on their behalf but the role holder concerned will remain responsible for the outcome, for reporting to the student body and for providing regular progress reports to the Central Executive Committee.
- Work together where aspects of their remits overlap and/or personal interests and skills can provide a useful synergy. However the lead role, including responsibility for reporting to the student body should be clear at all times.
- Develop effective links with relevant Open University staff and teams, building effective working relationships.
- Attend their 'home' OU National/ Regional Students Consultative event to ensure a Central Executive Committee Representative presence.

Opportunities to take on more responsibility

Outside of specific remits, there are also often additional opportunities to be involved in meetings, events, working groups and project teams. These can be of personal interest to individuals as well as being fun and a great way to gain experience but are not included within the above time commitments. Some examples may include:

- Relevant OU working groups and project work streams.
- Contributing to discussion surrounding Higher Education issues at a national level. Making representation to and seeking to influence government and other bodies and institutions.
- Attending relevant conferences and events, sometimes speaking on behalf of the Association.
- Supporting the Association in another volunteer role of interest.

What the OU Students Association expect from role holders:

- Act in the interests of the wider community of OU Students Association members, showing appropriate respect and consideration when communicating with fellow students and others, both inside and outside of meetings
- Conduct themselves with moral integrity, in an ethical and honourable manner
- Act in good faith, and be prepared to be accountable for their actions
- Conduct themselves with objectivity, and in a calm and professional manner, not allowing personal prejudices to influence them
- Respect confidentiality in any information which has been shared in confidence
- If a volunteer learns of information which relates to a safeguarding issue, this is to be reported immediately to the Head of Volunteering
- In the event of a volunteer being unable to attend a meeting at which they are expected, they should tender their apologies as soon as possible
- Where appropriate, volunteers will engage with students, e.g. forums, social media and face to face, to gain an insight to their fellow students' experiences and reflect our values by helping to create a sense of community and support
- Share our commitment to equality, diversity and inclusion, and are expected to challenge and report discriminatory behaviour, harassment or online abuse
- Follow the volunteer agreement given to them upon taking on a role with the Association. Failure to do so could result in a volunteer being removed from their role. In elected positions, the decision to remove can only be made following referral to the grievance and complaints procedure
- In relation to trustees, whose responsibilities are also governed by the Trustee Act 2000, the legislation will take priority in the event of any conflict with Association policy.

What the OU Students Association expect from you in this role:

- Act in the interests of the wider community of OU Students Association members, showing appropriate respect and consideration when communicating with fellow students and others, both inside and outside of meetings.
- Act with moral integrity and honesty, and in an ethical and honourable manner.
- Act in an open and responsible manner and be prepared to be accountable for your actions.
- Conduct yourself with objectivity, and in a calm and professional manner, not allowing yourself to be influenced by personal prejudices.
- Respect confidentiality in any information which has been imparted to you in confidence, recognising the importance of this. If this information relates to a safeguarding matter, it is important that you do not keep it to yourself. Speak to a member of the Volunteering team should you have concerns.
- When appropriate to your role, engage with students wherever possible, e.g. forums, social media and face to face, to gain an insight to your fellow students' experiences. It is important that volunteers reflect our values by helping to create a sense of community and support wherever possible.
- Share our commitment to equality, diversity and inclusion.
- Discriminatory behaviour, harassment or online abuse directed towards others will not be tolerated.
- All volunteers are expected to follow the volunteer agreement given to them upon taking on a role with the Association.

What you can expect from the OU Students Association:

- Support from the Volunteer team and Association staff team throughout your time with us.
- We will endeavour that all roles will be of real benefit to the student community and will make a difference to all those you engage with.
- Your volunteering will be appreciated and recognised for the value it brings.
- You will be kept informed of any training or accreditation opportunities offered by the Association, either by a dedicated monthly e-newsletter or via the volunteering section of the website.
- We aim to give you all the necessary information and training that you require to complete your role. If you feel you need additional support in your role please let us know and we will be happy to help.
- You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.
- You do not have to carry out any tasks you deem to be inappropriate or unrealistic, please speak to a staff member if this is the case.
- You are free to stop volunteering at any time. We simply ask that you let us know so that we can tell the appropriate people, we are happy for you to return to volunteering should your circumstances change.
- We will give you any information related to your role in a timely manner.