

## Appendix 3 – Draft remits for suggested new roles

*These are in the current, reasonably detailed format and are very much for discussion.*

### **Vice President Communications and Engagement**

#### Overview of role

Vice President Communications and Engagement has the responsibility for oversight of the Association's strategic aims of improving our members' awareness of, and engagement with, the Association. This entails ensuring effective communication and engagement with the student body.

The role will involve working closely with other CEC members and the office team, including, but not limited to, Deputy President, VP Community, AARs and FARs, Head of Digital Communications, Head of Student Voice, Head of Volunteering and Head of Community, and with other volunteer roles such as LERs and CCRs. The postholder will also need to work closely with the Student Voice team in the Open University to promote and enhance student voice, engagement and partnership activities, and with Open University's Communications team to enhance our visibility.

The OU Students Association Vice President Communications and Engagement:

- Maintains a 360° view of the communications and engagement approaches taken by the Association
- Oversees the communication strategy, working in partnership with the Head of Digital Communications.
- Champions the Students Association communication channels
- Is a member of the Student Voice Steering Group and the Student Consultation Management Group
- Oversees effective communication between student volunteers feeding back from the wider student body, including, but not limited to, Learning Experience Representatives, and elected and appointed representatives who can take any concerns forward
- Oversees initiatives designed to promote engagement.

#### You will have:

- The ability and desire to work in a team, taking leading or supporting roles as appropriate, and to be comfortable with shared leadership
- The desire to increase the Students Association's reach to students in order to increase awareness and engagement for our services
- 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.
- 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, including attending meetings by Skype. However, a readiness to attend some meetings face to face to build relationships would be very beneficial.

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  
**Association Conference** – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus

**Handover Weekend and Induction Weekend**

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**

All Central Executive Committee members are offered support by the President and Deputy President. In this role you will also be supported by the Digital Communications and Student Voice teams..

## Faculty Representative (Open and Access)

### Overview of role

The Faculty Association Representative for Open and Access has the primary responsibility for ensuring representation of Association members on Open and Access programmes with regard to matters that are specific to these programmes. Module-specific concerns for Open degree students are dealt with by the appropriate Faculty (FASS, STEM, FBL or WELS) FAR.

This postholder will also have involvement in Induction for new students, including, but not limited to, working with VP Community on Freshers', and liaising with the Open University on induction programmes and courses and general support for credit transfer students.

The Faculty Association Representatives:

- Work in collaboration with other members of the Central Executive Committee, in particular the other FARs, VP Student Support, VP Community, VP Education and VP Equality and Diversity
- Need to be visible and open to contact from students, including being active on Social Media
- Have the option to sit on the LTI Teaching Committee
- Have the option to sit on Senate Reference Group
- Liaise appropriately online with the Learner Experience Representatives and Central Committee Representatives, with regard to Open and Access matters and developments.
- Engage with senior faculty members, module teams and Student Support Teams about non-governance issues relating to student experience on modules, attending meetings online or in person.

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 but it will vary during the year as much of it involves responsiveness to student issues.

Many meetings can be attended remotely, and communication can be by email, although some face to face attendance is very beneficial for relationship building. 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

**Handover Weekend and Induction Weekend**

**Association Conference** – All newly elected representatives are invited to join us for our biennial conference, held on Milton Keynes Campus

If appropriate, **Teaching Committee** (3-4 times a year) and/or **Senate Reference Group** (4 times a year)

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 VP Student Support, VP Education, VP Equality and Diversity, the other FARs, and will be supported by Head of Community in the office team.