

Vice President Administration

The Vice President (VP) Administration works with those responsible for governance, financial management and safeguarding the organisation's assets to ensure we are well run and live our mission, vision and values.

You will be a member of the OU Students Association Student Leadership Team (SLT), which is made up of all the successfully elected candidates from the Students Association elections (excluding Student Trustees) and serves as the collective voice of the OU student body. The SLT work together as a team over their two-year term to advocate on behalf of students, and to champion changes that will enhance and improve the OU student experience. Each member of the SLT has an individual portfolio, which determines their area of focus. However, Student Leaders will work together to agree on their team priorities and how they want to pursue them, sharing their challenges and achievements along the way.

Shared Responsibilities of all Elected Student Leaders

As a member of the Student Leadership Team, you become a crucial part of the OU Students Association. Student members elect you to represent them, provide support, create a student community and uphold the mission, vision, and values of the organisation. All elected student leaders have the following shared responsibilities:

- To work as a team to support the [Association's mission, vision and values](#).
- To truly harness the Students Association values of being welcoming, accountable, bold, adaptable and sustainable.
- To attend initial onboarding sessions, the four official quarterly SLT meetings each year, monthly SLT huddles and the Association's biennial conference.
- To effectively communicate with fellow SLT members and the staff team who work in collaboration. This involves the regular use of official spaces and emails.
- Support, connect and work with other Association Volunteers and Representatives who are providing vital activities, services and events to members.
- To be the public face of the organisation involved in raising awareness, developing promotional materials, delivering presentations and hosting student facing sessions.
- Submit regular reports and blogs regarding your role, showcasing impact and engaging members, including contributing to the production of a biennial SLT report for Conference.
- Where possible, attend at least one Student Consultation meeting to engage with students.
- You will be committed to equality, diversity and inclusion.
- Act openly and responsibly and be prepared to be accountable for your actions.

- Respect confidentiality in any information which has been imparted to you in confidence and recognise the importance of this - if this information relates to a safeguarding matter, you must not keep it to yourself. Speak to a Students Association staff member should you have concerns.

The VP Administration:

- Works with the Association's Director of Finance and People to present the accounts, budgets and financial reports to the Student Leadership Team and Board of Trustees.
- Advises the Student Leadership Team and Board of Trustees about financial implications of matters under discussion.
- Is a Trustee for the Association and for OUSET, as well as being a member of the Finance, Resources and Risk Committee, a sub-committee of the Board of Trustees.
- Leads the Rules Revision Convention every four years (next due in 2025) – an opportunity for student members to participate in a review of Articles of Association.
- Advises the Returning Officer regarding election rules and has oversight of ensuring compliance.
- Is the lead student representative in any funding negotiations with the University.
- Works with other Trustees in an online forum to consider and decide on applications from students for OUSET funding.
- Approves the accounts and constitutions of affiliated societies.
- Is a member of various Association and University committees as detailed below

Key skills and attributes

The post-holder will need to possess, or be prepared to develop rapidly, the following:

- The ability to draft rules in clear language.
- An understanding or interest in learning about 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.
- Ability to work independently and collaboratively as part of a team.
- Commitment to develop further skills and knowledge appropriate to the role.
- A broad understanding of the Students Association and The Open University.

Training and support will be offered to any successful candidate.

Role Specific Essential information, including time commitment

This is a voluntary role which requires on average 5-10 hours a week, though at times this may be more or less depending on the time of year.

You will be required to complete the duties of a Trustee for the OU Students Association and OUSET; you must therefore be eligible to act as a [Charity Trustee](#).

A standard DBS check will be required prior to the commencement of the role.

Examples of meetings attended by VP Administration

The nature of our Student Leaders' roles is that there are always additional Association and OU working groups and committees that they will attend, as well as a range of one-off activities. We are therefore providing the most comprehensive list we are currently able to.

The list specifies scheduled meetings; additional work is typically required between these through online discussions and/or reading papers. In general, where there are in-person meetings, these often take place in Milton Keynes, however, we are embracing blended working and so many meetings can be attended online.

Association meetings

- **Student Leadership Team (SLT) Meetings** – Formal SLT meetings to agree action taken by the Association on student-facing issues and to discuss proposals to the Board of Trustees when required. All formal business is covered in these meetings, and these are mandatory except for unavoidable circumstances.
- **Monthly Student Leadership Team catch up** – a less formal but regular opportunity for the SLT to get together to discuss current issues, ideas and generally support each other in role.
- Association Trustee meetings – four times a year.
- OUSET Trustee meetings – three times a year.
- Finance, Resources and Risk Committee – at least four times per year.
- Shop Governance Working Group – chair approx. four meetings per year.
- Conference Steering Committee – meet in the lead up to the biennial Conference, as required.
- Societies Committee – three times a year on Saturdays.

Dates for your diary

Timeline for elections

Please note: if candidates are not engaging in the elections process (including not watching briefings or attending required meetings, responding to emails or providing the required information) then the returning officer is at liberty to remove them from the process.

- Tuesday 11 March - Nominations open
- Tuesday 25 March - Nominations Close
- Monday 31 March to Thursday 3 April - Mandatory candidate briefing period
- Tuesday 8 April - Announce candidates (campaigning and online Q&As during this period)

- Thursday 17 April - Voting opens (campaigning and online Q&As during this period)
- Wednesday 7 May - Voting closes
- Friday 9 May - Results announcement

Timeline for your onboarding if elected

Please note: if elected role-holders are not engaging in the onboarding process (including not attending training or required meetings, responding to emails or providing the required information) then the returning officer is at liberty to remove them from the process.

- Mid to end of May - welcome pack sent out with useful information and links to e-learning.
- Monday 16 June - Elected candidate takes up 'Elect' roles and becomes a volunteer with us. During this time, you will have opportunities to find out more and talk to other
- members of the Student Leadership Team.
- Monday 14 July - Officially start in elected post.
- June to September - Onboarding commences with training and support to build confidence in your role.

SLT quarterly meetings

- Friday 18 - Sunday 20 July 2025 (in person) - please attend your first SLT meeting where you will get to know the current student leaders, the 2024-26 priority areas and ongoing projects. We will also do some team building activities.
- Friday 17 - Sunday 19 October 2025 (online)
- Friday 6 - Sunday 8 February 2026 (in person)
- Friday 24 - Sunday 26 April 2026 (online)
- Friday 17 - Sunday 19 July 2026 (in person)

Further information

These remits are not exhaustive and specify the core responsibilities of elected Student Leaders. They are subject to change dependant on circumstance and ongoing developments. There may also be items that fall across remits where postholders will work collaboratively.

Remits indicate the normal assignment of responsibilities, however, where both parties are agreed, role descriptions are not intended to prevent the sharing or transfer of relevant work for good reason and in the interest of supporting one another.

All volunteers are expected to follow the Volunteer Policy and Agreement, the Values and Behaviour Policy and Code of Conduct given to them on taking up a role with the Association.

All volunteers are required to have their own IT equipment and internet connectivity sufficient to fulfil their remits. In exceptional circumstances, and for a period not exceeding six months, the Association may be able to provide the loan of a laptop.