

## Shared responsibilities of all elected student leaders

As a member of the Student Leadership Team, you become a crucial part of the Association's leadership structure. 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 charitable objectives](#).
- To truly harness the Students Association values of being welcoming, accountable, bold, adaptable and sustainable.
- To attend initial onboarding sessions, the four official quarterly Student Leadership Team meetings each year, monthly Student Leadership Team huddles and the Association's biennial conference.
- To effectively communicate with fellow Student Leadership Team 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 Student Leadership Team 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 member of the Student Voice team should you have concerns.

## Examples of wider activities

Outside of specific remits, there will often be a need for Student Leadership Team members to be involved in meetings, events, discussions, working groups and project teams.

Some examples include

- Association projects linked to our Strategy
- Relevant OU working groups and project work streams
- Contributing to discussions surrounding Higher Education issues at a national level and seeking to influence governments and other institutions while representing the Association.

## 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 interests of supporting one another.

All volunteers are expected to follow the [Volunteer Policy, Volunteer Agreement](#) and the [Values and Behaviour Policy](#) 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.

### **What you can expect from the OU Students Association**

- We endeavour to ensure that all roles are of real benefit to the student community and make a difference to all those you engage with.
- Your volunteering will be appreciated and recognised for the value it brings.
- We aim to give you all the necessary information and training that you require to complete your role and to make decisions. If you feel you need additional support in your role, please let us know and we will be happy to help.
- A full training, onboarding and support package is provided to all elected members to ensure that no matter what existing experience or knowledge you have, you are supported to carry out your role.
- You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.
- You are free to stop volunteering at any time. If you need a break from your role or feel you need to step down, please contact the President, Deputy President or Chair of Trustees who can support this.
- All reasonable expenses incurred when carrying out your role will be reimbursed.
- A certificate of volunteering (on request).