DESRIPTION OF RESPONSIBILITIES OF ALL OUSA CENTRAL EXECUTIVE COMMITTEE MEMBERS

1 President

1.1 The President is the elected head of the Students Association and is automatically the Chair of the OUSA Board of Trustees (BoT). The full roles and responsibilities of all Trustees are set out in the Constitution and supplemented elsewhere in the Bye-Laws. This description deals with those additional responsibilities that are specific to the role of the President.

1.2 The President is personally responsible to Conference for the conduct of the Association’s affairs between Conferences. In this sense the President carries the personal responsibility for ensuring that the corporate responsibilities of the Central Executive Committee (CEC) are met.

1.3 Other specific responsibilities include:

a) the final decision on which matters require to be determined by the resolution of a meeting of the CEC and the organisation, in conjunction with the General Manager, of all CEC meetings;

b) ensuring and co-ordinating the production of the CEC report for submission to Conference;

c) leading of all delegations, working parties, and negotiations with other organisations except where this function is expressly delegated to another member of the CEC;

d) leading all discussions with the University concerning the setting of student fee levels;

e) chairing of the Appointments Committee;

f) ex-officio membership of OUSA and University bodies as shown at paragraph 12 below;

g) allocation of responsibility for implementing Conference decisions and OUSA Strategy to members of the Officer Team, monitoring progression and ensuring communication of the progression to all parts of the Association;

h) ensuring appropriate support for the Officer Team and other members of the CEC, including the provision of appropriate training facilities;

i) acting as the Trustee with the primary responsibility for the management of the General Manager.
2 Common Responsibilities of Deputy and Vice Presidents

2.1 Deputy and Vice Presidents are elected by Conference and are responsible to Conference and to the CEC for the discharge of their responsibilities. Each is acting on behalf of the President and is therefore responsible to the President between meetings of the CEC.

2.2 It is the duty of the Deputy and Vice Presidents to promote the activity of the Association within their area of responsibility in accordance with Conference decisions, Association policy and the OUSA Strategy.

2.3 It is also their responsibility to work in collaboration with the Association’s representatives on University Committees towards the achievement of OUSA’s policies within the University.

2.4 The Deputy and Vice Presidents are required to report regularly to the CEC and to contribute to the production of the CEC report to Conference.

2.5 They are also responsible for monitoring the effectiveness of OUSA policy within their remit, taking responsibility for initiating Policy Reviews on behalf of the CEC where required and for drafting CEC responses to Policy Reviews initiated by members.

2.6 Deputy and Vice Presidents may delegate authority to another person to undertake specified work on their behalf but the Officer concerned will remain responsible for the outcome.

2.7 Deputy and Vice Presidents are encouraged to work together where aspects of their remits overlap and/or personal interests and skills can provide a useful synergy. However the lead role should be clear at all times.

2.8 The Deputy and Vice Presidents should develop effective links with local and faculty structures. This should include a Regional and National Assemblies and participate in a co-ordinated programme of participation visits by the Officers of the Association.

2.9 The ex officio membership of OUSA and University bodies for the Deputy and each Vice President is shown at paragraph 12 below. However, it should be noted that, in addition, all Officers of the Association are automatically invited to attend their ‘home’ OU National/Regional Students Consultative event and OUSA Assembly meetings.

3 Deputy President

3.1 The Deputy President assists the President and is automatically a member of the OUSA Board of Trustees. The full roles and responsibilities of all Trustees are set out in the Constitution and supplemented elsewhere in the Bye-Laws. This description deals with those additional responsibilities that are specific to the role of Deputy President.
3.2 The Deputy President automatically becomes President if that office becomes vacant between meetings of Conference. If the office of President becomes vacant before 31 July in the year after Conference the Deputy President will assume the role pending a Bye-election taking place. If the office of President becomes vacant after that time, the Deputy President will assume the role to the end of the term subject to that being ratified by both the CEC and BoT.

3.3 Other specific responsibilities include:-

a) acting as the Trustee who will take the lead role in respect of staffing matters;

b) on behalf of the President will lead special projects and development work for OUSA that does not clearly fit within any one other Officer remit;

c) also has responsibilities in common with Vice Presidents as shown in 2 above;

d) the co-ordination of OUSA-participation as co-host with the University of the Open Day at Walton Hall or similar event.

e) the running of disciplinary procedures, subject to the overall control of the President

f) leading for OUSA in University student consultations

g) monitoring progression of implementing Conference decisions and OUSA strategy and ensuring communication of the progression to all parts of the Association

d) ensuring appropriate support for the Officer Team and other members of the CEC including the provision of appropriate training facilities

4 Vice President Administration

4.1 The Vice President Administration has the primary responsibility for the Association’s assets, financial management and rules of operation and is automatically a member of the OUSA Board of Trustees. The full roles and responsibilities of all Trustees are set out in the Constitution and supplemented elsewhere in the Bye-Laws. This description deals with those additional responsibilities that are specific to the role of Vice President Administration.

4.2 The specific responsibilities include:-

a) financial control of the Association’s assets;

b) leading negotiations with the University about the subvention;

c) the financial accounts of the Association and financial reports to the CEC;
d) payment of Assembly and other grants from the Association's funds;

e) advice to the CEC on the financial implications of Conference decisions;

f) the annual budget of the Association;

g) procedures and rules for claiming and paying expenses;

h) production and maintenance of guidance for all other Association role holders with financial responsibilities such as National and Regional Assemblies and CEC members;

i) in conjunction with Vice President Representation the provision of training and support for Assembly members responsible for the finance function;

j) guidance on the interpretation of the Constitution, Bye-Laws and any related rules and the keeping of these key documents in good order;

k) the organisation of Rules Revision Conventions;

l) keeping under review the Association disciplinary procedures

m) revision of the Constitution in the light of amendments approved by Conference;

n) Chairing Conference Steering Committee;

o) approval and monitoring of the Constitutions of Societies seeking affiliation or affiliated to OUSA.

p) liaising with OUSA's legal advisors where necessary.

5 Vice President Communications

5.1 Vice President Communications has the primary responsibility for ensuring that OUSA is communicating effectively both internally and externally and for devising and keeping under continuous review the Association's communication strategy.

5.2 The specific responsibilities include:-

a) promoting the identity of OUSA internally and externally;

b) taking the lead in the oversight of the OUSA web-site content;

c) technical oversight of OUSA presence on the VLE

d) continually seeking ways to improve and develop OUSA communications systems and strategies;
d) liaising with other Officers of the Association to provide assistance where needed to ensure the communication of matters within their areas of responsibility to their intended audiences;

e) facilitating OUSA communications networks including, but not limited to, Blogs, Bulletins, Newsletters;

f) establishing networks of student activists with specific skills to assist and support in the provision of these communications networks;

g) ensuring the currency of, and accessibility to, OUSA publicity and promotional materials;

h) liaising with Vice President Representation Engagement in the provision and support of training to members charged with responsibility for communications within OUSA Regions and Nations.

6 Vice President Education Policy

6.1 Vice President Education Policy has the primary responsibility for keeping the University’s educational programmes and related matters under continuous review and ensuring the effective representation of student views and aspirations for the quality of their learning experience.

6.2 The specific responsibilities include:

a) consideration of the University’s educational programmes and related matters;

b) student representation within the University – including the operation, monitoring and development of effective systems for such representation;

c) the allocation of responsibility for acting on or progressing individual actions and positions policies by Central Representatives and general oversight of the progression of Association policies through student representation;

d) initiation of election and appointment procedures for representatives on OU Committees;

e) leading the training of Central, National and Regional Representatives on OU Committees;

f) communications to, from and between representatives on Committees and the preparation of periodic reports for publication in the OU Students Magazine OUSA Bulletin or other, appropriate communications channels.
7 Vice President Representation Educational Support and Research

7.1 Vice President Educational Support Representation and Research has the primary responsibility for ensuring that OUSA is engaging with the student body so that the representations it makes to the University are soundly based on the views and aspirations of students.

7.2 The specific responsibilities include:-

a) the conduct of research into factors which promote or inhibit study within the University;

b) ensuring an effective system of communications and feedback with student representatives in the Regions and Nations;

c) the development of a Programme student representative role to provide a more effective two-way feedback system;

d) performing the role of Faculty Representative where a vacancy exists or on a temporary basis should a Faculty Representative be temporarily unable to fulfil the function;

e) providing such assistance to V.P. Education Policy as shall be required working with the Returning Officer in refining election procedures;

f) jointly with Vice President Student Support for the online Student Organised Support (SOS) service acting as the CEC representative for the Rest of the World Region;

g) advising and encouraging consistent implementation of Equal Opportunities policy across the Association;

h) advising the CEC on action necessary to implement or promote equal opportunities within OUSA; overseeing the conduct of the Policy Reviews and general oversight of the progression of student opinion;

i) co-ordinating and liaising with other OUSA representatives and post holders to ensure that OUSA’s policies on equal opportunities are effectively pursued within the University;

8 Vice President Representation Engagement

8.1 Vice President Representation Engagement has the primary responsibility for ensuring that OUSA’s members are encouraged and enabled to engage with and participate in the Association. Regions and Nations function effectively as a means of encouraging and enabling students to participate as members of the Association.

8.2 The specific responsibilities include:-

Open University Students Association, Charity Commission registration number in England and Wales 1144251; in Scotland SC042840
a) providing support and guidance to Regions and Nations;

b) monitoring the internal work of Regional and National Assemblies;

c) facilitating the exchange of ideas and the sharing of best practice in local organisation;

d) providing support to Regions and Nations as they develop their organisation to meet local and OUSA-wide needs;

e) performing the role of SAR C E C Member where a vacancy exists or on a temporary basis should a SAR be temporarily unable to fulfil the function for such Nations and Regions as may be without an elected C E C M or on a temporary basis should the C E C M be temporarily unable to fulfil the function;

f) acting as the C E C representative for the Rest of the World Region overseeing and developing Freshers events;

g) in conjunction with Vice President Administration providing training and support for Assembly members responsible for the finance function;

h) representation at Residential Schools and other events Award Ceremonies;

i) encouraging participation in the election process at all levels;

h) Encouraging and enabling the work of Affiliated Societies

k) liaising with Vice President Communications in the provision and support of training to members charged with responsibility for local communications.

9 Vice President Equal Opportunities

9.1 Vice President Equal Opportunities has the primary responsibility for helping both OUSA and the O U to fulfil their commitments on Equal Opportunities

9.2 The specific responsibilities include:-

a) advising and encouraging consistent implementation of Equal Opportunities policy across the Association

b) advising the CEC on action necessary to implement or promote equal opportunities within OUSA

c) working to widen participation both within OUSA and the Higher Education field

Open University Students Association, Charity Commission registration number in England and Wales 1144251; in Scotland SC042840
d) representing the interests of offender learners in CEC deliberations.

e) co-ordinating and liaising with other OUSA representatives and post holders to ensure that OUSA’s policies on equal opportunities are effectively pursued within the University

f) provision of support and guidance to the Disabled Students Group

g) chair and convenor of OUSA meetings with OU Disabled Student Services and the Office of Equality and Diversity

109 Vice President Student Support

910.1 Vice President Student Support has the primary responsibility for OUSA’s services aimed at helping and supporting individual students and for taking the lead role in helping OUSA to fulfil its commitments on Equal Opportunities.

910.2 The specific responsibilities include:

a) provision of central assistance and services to students, where required, to ensure that the University is doing everything possible to enable them to overcome problems seriously affecting their ability to study in the University;

b) the encouragement, co-ordination and oversight of similar services at Regional and National level;

c) fundraising for OUSET;

d) the Peer Supporter service;

e) training and development of local support representatives

d)f) liaison with Nightline

e) provision of support and guidance to the Disabled Students Group;

f)g) chair and convenor of OUSA meetings with OU Disabled Student Services and the Office of Equality and Diversity;

f)g) jointly with Vice President Educational Support and Research for the online Student Organised Support (S.O.S) service.

1110 The Student OU Council Member

1110.1 Council is the University’s executive governing body, which, subject to the powers of the Senate, exercises general control over the affairs of the University and is

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responsible for strategic planning, monitoring effectiveness and performance, finance, audit, estate management and human resource management. OUSA is entitled to appoint a second student member of the University Council, in addition to the ex officio membership of the OUSA President, and this student is also elected by the delegates of OUSA Conference.

110.2 Council Members are trustees of the University with the duty to act, at all times, in the best interests of the University as a whole rather than any one constituency. However this student will play an important role in strengthening the student voice in Council deliberations.

110.3 In addition to being a full member of University Council, the student Council Member is also a member of OUSA’s CEC and is expected to play a full role in that body.

110.3 Other specific responsibilities include:-

a) producing a regular report about Council meetings for the CEC;

b) attending meetings of the Senate Reference Group and keeping abreast of student opinion via the University Students Consultative Forum;

c) participating, where requested by the President, in meetings and activities alongside Association Officers, as is appropriate for a senior member of the CEC.

12. Faculty Association Representatives

12.1 Faculty Association Representatives (FARs) have the primary responsibility for ensuring the proper representation of OUSA members from their respective Faculties. This will require SARs to play a full part in discussions both at meetings and at other times. Those discussions will take place both face-to-face and on-line.

12.2 The specific responsibilities include:

a) informing the CEC regarding events within their Faculty which may affect CEC decisions including submitting a written report to each regular meeting of the CEC regarding their activities since the previous meeting;

b) proactively seeking opinions from members using official forums and unofficial social media

c) where appropriate explaining OUSA policy to members

d) where appropriate working with Programme Representatives

e) SARs also play a full part in the work of the CEC. They should therefore be prepared to help in the work of various panels and groups set up to further that work

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134 Student Association Representatives for Regions and Nations

134.1 Student Association Representatives for Regions and Nations (SARs) have the primary responsibility for ensuring the proper representation of OUSA within their respective Regions and Nations. They will also support the work of Vice President Engagement. This will require SARs to play a full part in discussions both at meetings and at other times. Those discussions will take place both face-to-face and on-line.

134.2 The specific responsibilities include:

a) informing the C-E-C regarding events within their local area which may affect C-E-C decisions including submitting a written report to each regular meeting of the C-E-C regarding their activities since the previous meeting;

b) reporting the views of local members to the C-E-C and to that end ensuring that those members are asked for their opinions on an ongoing basis;

c) keeping local members apprised of C-E-C decisions and the reasons for those decisions. As part of this task they will submit a written report to members and ensure that report is easily available;

d) ensuring that local members are aware of their voting record on such decisions save for those votes which have been subject to a secret ballot;

e) promoting OUSA policy within their Regions and Nations;

f) taking the lead in ensuring that local members are represented on OU consultative bodies;

g) facilitating the work of local Assemblies and encouraging their effectiveness through leadership and support;

h) being active members of local Executives and Assemblies;

i) acting, when necessary, as Deputy Returning Officers or tellers for local elections other than those dealt with directly by the Returning Officer;

j) SARs also play a full part in the work of the C-E-C. They should therefore be prepared to help in the work of various panels and groups set up to further that work.

14 Student Association Representatives for England

14.1 Student Association Representatives for England (SARs) have the primary responsibility for supporting the work of Vice President Engagement. This will require SARs to play a full part in discussions both at meetings and at other times. Those discussions will take place both face-to-face and on-line.
14.2 The specific responsibilities include:

a) informing the CEC regarding events within England which may affect CEC decisions, including submitting a written report to each regular meeting of the CEC regarding their activities since the previous meeting;

b) ensuring that local members are aware of their CEC voting record save for those votes which have been subject to a secret ballot;

c) facilitating the operation of local groups and encouraging their effectiveness through leadership and support;

d) being active members of local Executives and Assemblies;

e) SARs also play a full part in the work of the CEC. They should therefore be prepared to help in the work of various panels and groups set up to further that work.
12. **EX-OFFICIO COMMITTEE MEMBERSHIP – to be rewritten after the meeting**

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Notes for Ex-Officio Committee Membership

1. Apart from the President’s ex-officio seat on Council and the University Student Consultative Executive, the only other ex-officio places recognised by the University are those on the Senate Reference Group and nation committees.

2. Within OUSA these places have been designated as to be filled by office.

3. There is an ex-officio place on the University Student Consultative Executive for a Student Association Officer determined by the President.

4. OUSA has determined that there is a place on Senate for one member of the Central Executive Committee determined by the President.

5. There is an ex-officio place on the Senate Reference Group for one member of the Central Executive Committee determined by the President.

6. All Members of the Central Executive Committee are ex-officio members of their home OUSA Assembly.