DESCRIPTION OF RESPONSIBILITIES OF ALL OU STUDENTS ASSOCIATION CENTRAL EXECUTIVE COMMITTEE MEMBERS

1. President

1.1 The President is the elected head of the OU Students Association and is automatically the Chair of the OU Student Association 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 the Association and University bodies as shown at paragraph 12 below;

- g) allocation of responsibility for implementing Conference decisions and OU Student Association Strategy to members of the Officer Team;

- h) 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 OU Student Association Strategy.

2.3 It is also their responsibility to work in collaboration with the Association's representatives on University Committees towards the achievement of OU Student Association'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 Association 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 co-ordinated programme of participation by the Officers of the Association.

2.9 The ex officio membership of the Association 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 OU Student Association Assembly meetings.

3. **Deputy President**

3.1 The Deputy President assists the President and is automatically a member of the OU Student Association 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 the Association that does not clearly fit within any one other Officer remit;

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

d) the co-ordination of OU Students Association participation as co-host with the University of the Open Day or similar event;

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

f) leading for the Association in University student consultations;

g) monitoring progression of implementing Conference decisions and OU Students Association strategy 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.

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 OU Students Association 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 Community 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 the Association;
p) liaising with the OU Students Association’s legal advisors where necessary.

5. **Vice President Communications**

5.1 Vice President Communications has the primary responsibility for ensuring that the OU Students Association 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 the Association internally and externally;

b) taking the lead in the oversight of the OU Students Association web-site content;

c) technical oversight of the Association’s presence on the VLE
d) continually seeking ways to improve and develop the Association’s communications systems and strategies;

e) 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;

f) facilitating the Association’s communications networks including, but not limited to, blogs, bulletins, newsletters;

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

h) ensuring the currency of, and accessibility to, the Association’s publicity and promotional materials;

i) liaising with Vice President Community in the provision and support of training to members charged with responsibility for communications within OU Students Association Regions and Nations.

6. Vice President Community

6.1 Vice President Community has the primary responsibility for ensuring that the Association members are encouraged and enabled to engage with and participate in the Association.

6.2 The specific responsibilities include:-

a) providing support and guidance to Regions and Nations;

b) monitoring the internal work of the National Assemblies;

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

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

e) performing the role of Area Association Representative where a vacancy exists or on a temporary basis should an Area Association Representative be temporarily unable to fulfil the function;

f) 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 Award Ceremonies;
i) developing Association presence at other events such as Day Schools;
j) encouraging participation in the election process at all levels;
k) encouraging and enabling the work of Affiliated Societies.
l) liaising with Vice President Communications in the provision and support of training to members charged with responsibility for local communications.

7. **Vice President Education**

7.1 Vice President Education 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.

7.2 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 by Central Representatives;
d) oversight of appointment of 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 or other, appropriate communications channels.

8. **Vice President Equal Opportunities**

8.1 Vice President Equal Opportunities has the primary responsibility for helping both the OU Students Association and the OU to fulfil their commitments on Equal Opportunities.

8.2 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 the OU Students Association;

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

d) representing the interests of offender learners in CEC deliberations;

e) co-ordinating and liaising with other Association representatives and post holders to ensure that the Association’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 OU Students Association Inclusion meetings with OU Disabled Student Services and the Office of Equality and Diversity.

9. Vice President Representation and Research

9.1 Vice President Representation and Research has the primary responsibility for ensuring that the OU Students Association 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.

9.2 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) oversight of, and providing support and guidance to the Faculty Association Representatives;

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

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

f) working with the Returning Officer in refining election procedures;
g) acting as the CEC representative for the Rest of the World Region;

h) overseeing the conduct of the Policy Reviews and general oversight of the progression of student opinion.

10. **Vice President Student Support**

10.1 Vice President Student Support has the primary responsibility for the OU Students Association’s services aimed at helping and supporting individual students.

10.2 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 and acting as a Trustee for the OU Students Association Educational Trust (OUSET);

   d) the Peer Supporter services;

   e) training and development of local support representatives

   f) liaison with Nightline

11. **The Student OU Council Member**

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

11.2 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.
11.3 In addition to being a full member of University Council, the student Council Member is also a member of the OU Students Association’s CEC and is expected to play a full role in that body.

11.3 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 OU Students Association members from their respective Faculties. This will require FARs 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;

c) where appropriate explaining OU Students Association policy to members;

d) where appropriate working with Programme Representatives;

e) FARs 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.

13. Area Association Representatives for the Nations and Continental Europe

13.1 Area Association Representatives (AARs) for Nations have the primary responsibility for ensuring the proper representation of the OU Students Association within their respective Nations. They will also support the work of Vice President Communications and Vice President Representation and Research. This will require AARs 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.
13.2 The specific responsibilities include:

a) informing the CEC regarding events within their local area 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) reporting the views of local members to the CEC and to that end ensuring that those members are asked for their opinions on an ongoing basis;

c) keeping local members apprised of CEC 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 OU Students Association policy within their Nations;

f) work with National Government bodies;

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

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

i) being active members of the National Executives;

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

k) AARs 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.

14. Area Association Representatives for England

14.1 Area Association Representatives for England (AARs) have the primary responsibility for supporting the work of Vice President Communications. This will require the AARs 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) keeping local members apprised of CEC 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;

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

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

e) being active members of the National Executives;

f) AARs 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

<table>
<thead>
<tr>
<th></th>
<th>OU Students Association</th>
<th>ON UNIVERSITY BODIES Recognised by OU¹</th>
<th>Within OU Students Association²</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESIDENT</strong></td>
<td>BoT (Chair)</td>
<td>Council</td>
<td>Senate Subvention negotiations</td>
</tr>
<tr>
<td></td>
<td>OUSET</td>
<td>Senate Reference Group</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appointments Committee (Chair)</td>
<td>Education Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Steering Committee</td>
<td>University Students Consultative Executive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All Committees &amp; Assemblies (Option to exercise right to attend and vote)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEPUTY PRESIDENT</strong></td>
<td>BoT</td>
<td>University Students Consultative Executive (Lead)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staffing (Lead Trustee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OUSA Services Ltd</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VICE PRESIDENT</strong></td>
<td>BoT</td>
<td>Subvention negotiations (Lead)</td>
<td></td>
</tr>
<tr>
<td><strong>ADMINISTRATION</strong></td>
<td>OUSET</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Steering Committee (Chair)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Societies Standing Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All local Assemblies (Option to exercise right to attend but non-voting)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VICE PRESIDENT</strong></td>
<td>OUSA Services Ltd</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td>BoT</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMMUNITY</strong></td>
<td>Chair of the Residential Reps Approval Panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduation Ceremony Reps Approval Panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All local Assemblies Conference Steering Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OUSA Services Ltd</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VICE PRESIDENT</strong></td>
<td>Appointments Committee</td>
<td>Senate Reference Group</td>
<td>Senate Qualifications and Assessment Committee</td>
</tr>
<tr>
<td><strong>EDUCATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE PRESIDENT</td>
<td>Disabled Students Group Inclusion meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE PRESIDENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EQUAL OPPORTUNITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE PRESIDENT</td>
<td>OUSET Disabled Students Group Chair of the Peer Support Online Approval Panel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPRESENTATION AND</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESEARCH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VICE PRESIDENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT SUPPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT O U COUNCIL</td>
<td>Officer Team Council Senate Reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AREA ASSOCIATION</td>
<td>National and European Nation Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPRESENTATIVES</td>
<td>(where applicable) Nation/European</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOR NATIONS AND</td>
<td>Consultative events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTINENTAL EUROPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACULTY ASSOCIATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPRESENTATIVES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 the Association 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 second Student Association Officer in addition to the President. It has been agreed that the Deputy President should fill this second place.

4. The OU Students Association 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 OU Student Association Assembly.