Central Committee Representative (CCR)

Overview of role:

The Central Committee Representatives (CCRs) play an important part in the Open University’s Governance structure and decision making. Central Committee Representatives make positive contributions at committees to enhance the OU teaching and learning experience for all current and future students. This group of representatives act on behalf of the wider student body to prepare for and attend OU committee meetings they are appointed to. This includes reading papers in advance of each meeting and raising items as and where appropriate, and speaking on matters affecting students.

Essential for role:

You must be a full member of the Open University Students Association, and have the capacity to read, interpret and understand complex paperwork in order to be fully prepared for your meetings (which can be made available in alternative formats). We can provide support with this function through our training programme and helpful tips. You must be willing and able to travel to the Milton Keynes campus for weekday meetings, and complete an online training as part of your induction, which will take approximately two hours.

You will be engaging with other Representatives, Volunteers and the Vice President Education in the relevant forums and online spaces by reporting back about your activity as a representative and sharing best practice.

Access to a computer or device with internet access is crucial for the role.

As a Central Committee Representative you might also be a full member of the Student Consultative forum if appropriate to the appointment.

As part of the role you must be willing to submit concise reports about your activity after each meeting you attend. You may have the opportunity to provide optional articles / blogs summarising your activity for special events and newsletters. With a positive attitude towards change, you should be happy to work collaboratively with other groups of students and volunteers, including taking directives from the Vice President Education of the Students Association.

Supported by:

- Vice President Education
- Vice President Representation and Research
- The Association’s Student Voice Staff Team
- Learner Experience Representatives
- Faculty Association’s Representatives
- The Association Volunteering Team
Team contact details can be found in your volunteer handbook.

**Desired skills:**

You will:

- Have good communication skills, in particular being able to articulate evidence based points and participate effectively in discussions
- Be solution focused, and be willing to make a positive and active contribution to forums and committee meetings
- Prepare for and attend OU committee meetings as appointed to. This includes reading papers in advance of each meeting. These papers may require up to three hours of reading time for each meeting
- Have an interest in student issues, university policy, and the OU student experience
- Be passionate about the OU Students Association mission statement and objectives
- Be able to work both independently and as part of a team

**What the OU Students Association expect from you in this role:**

- To act professionally whilst in your role, in particular to remain courteous, balanced and fair in representations made at any meetings
- To ensure that you act in a way which reflects our commitment to Equality and Diversity (our expectations of volunteers can be found in your handbook)
- To act with integrity, and comply with confidentiality and data protection as and when needed for the role

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

- Support from a dedicated member of staff in the Students Association office who will be able to provide you with briefings or debriefings before or after your meetings
- Access to a monthly volunteer newsletter and a volunteer handbook outlining all polices and the support you can access within your role
- An induction and full training appropriate to your role
- Reasonable expenses, paid by the OU, when attending meetings
- The chance to develop transferable skills and confidence, as well as learn skills valued by employers
- Opportunities to meet other volunteers at the annual training weekend
- Opportunities to influence the direction of the OU and contribute to the teaching and learning experience for students in the future
- To have fun whilst volunteering!
Application Process:

NEW REPS: Please apply here http://www3.open.ac.uk/forms/CCR2017/ if you are new to the role, and have not previously been a Central Committee Representative.

RETURNING REPS: Please apply here if you have been a Central Committee Representative with the Students Association previously http://www3.open.ac.uk/forms/CCR2017Continue

Please email student-voice-team@open.ac.uk if you would like an alternative format

*Please note that you must complete a Confidentiality Agreement as per your appointment to the role*