Central Committee Representative

Overview of role:
The Central Committee Representatives play an important part in Open University Governance structure and decision making. These 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 appointed to. This includes reading papers in advice of each meeting and raising items as and where appropriate, and speaking on matters affecting students.

Essential for role:
You must be a current student, 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 week day meetings, and complete an online training as part of your induction, which will take approximately two hours.

You will be engaging with online 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 this role.

As a Central Committee Rep, 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 specific 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 at the Student Association.

Supported by:

- Vice President Education
- Vice President Representation and Research
- The Association Student Voice Team
- Learner Experience Representatives
- Faculty Association Representatives
- The Association Volunteer 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 3 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 Student 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 representation made at any meetings
- To ensure that you act in a way which reflects our commitment to Equality and Diversity (our expectation of volunteers can be found in your handbook)
- To act with integrity, and comply with confidentiality and data protection as when needed for this role
- It is important that volunteers respect our values by helping to create a sense of community and support wherever possible. We are committed to equality, diversity and inclusion, and our volunteers should reflect this in their role with us.
- All volunteers are expected to follow the volunteer policy and volunteer agreement given to them upon taking on a role with the Association.

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

- Support from a dedicated member of staff in the Student Association office who will be able to provide you with briefings or debriefing before or after your meetings
- An induction and full training appropriate to your role
- Reasonable paid expenses when attending meetings
- Support from the Volunteer team and Association staff team throughout your time with us.
- Opportunities to influence the direction of the OU and contribute to the teaching and learning experience for students in the future
• We will endeavour that all roles will be of real benefit to the student community and will 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. If you feel you need additional support in your role please let us know and we will be happy to help.
• You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.

This role supports seven Employability Skills as defined by the Open University including:
• Oral communication
• Problem solving
• Written communication

You can find out more about the OU’s Employability and Transferable skills framework on their website: https://help.open.ac.uk/employability-skills

Application Process:

• Please read the Processes and Principles of Appointment. You will be contacted to confirm whether your application has been successful or not.