President
This is a paid full-time position due to the time commitments and responsibilities associated with the role. The President is the elected head of the OU Students Association and is also a Trustee of the Association. They are responsible for leading the organisation and ensuring the objectives of the Association are met.

The President:

- Takes the lead role in representing the Association to external organisations and within the Open University, supported by a Deputy President.
- Is the public face of the Association to the student body, and is prepared to communicate with students through a range of platforms.
- Chairs Central Executive Committee meetings and, with the Chief Executive, sets the agenda, informed by contributions from the broader Association team.
- Works alongside Deputy President to ensure appropriate support for members of the Central Executive Committee including liaising with appropriate staff teams to recommend training.
- Is a Trustee for the Association and acts as Deputy Chair of the Board of Trustees.
- Has oversight of the Students Association’s Research Strategy
- Oversees the monitoring and evaluation of the Students Association’s Strategy
- Is a member of various Association and University Committees as detailed below

Key skills and attributes
The post-holder will need to possess, or be prepared to develop rapidly, the following:

- The confidence to chair meetings and make decisions with the support of the CEC
- Leadership, teamworking and teambuilding skills.
- Committee skills, including challenging appropriately and close reading of papers.
- Good communication skills, including readiness to speak in public and on video.
- Ability to work independently and collaboratively as part of a team.
- Commitment to develop further skills and knowledge appropriate to the role.
- A broad understanding of the Students Association and the Open University.

Training and support will be offered to any successful candidate.

Role Specific Essential information, including time commitment
This is a paid, full-time plus role, contracted to 37 hours a week, from 1 August 2022 to 31 July 2024. The post is remunerated at Grade 4 point 14 of the University’s Salary Scales for Academic Related and Support Staff, currently £21,686 per annum. An increment to point 15 will be due in the October of the second year of the term, currently £22,254 per annum.

The elected role holder will be home-based with travel expenses incurred on Association business reimbursable by the Association in accordance with our Travel and Subsistence policy. Reimbursement
of expenditure on OU business will need to be agreed with the relevant member of OU staff in advance and claimed from the OU. A hot desk will be provided in the Milton Keynes office and the Association will provide appropriate equipment to enable home working. Full contractual details are available on request.

You must have the right to work in the UK and must be eligible to hold paid elected office in accordance with the Education Act 1994 Section 22 on Student Unions which prescribes that a person may not hold paid elected office at a Students Union for more than two years in total.

You will be required to complete the duties of a Trustee for the OU Students Association, in your own time, on a voluntary basis outside the paid hours; you must therefore be eligible to act as a Charity Trustee.

This role includes substantial time commitments with some activities taking place over evenings and weekends. It is not a role with regular scheduled hours and therefore requires flexibility.

A standard DBS check will be required prior to the commencement of the role.

It is important to also read the shared responsibilities document, which lists shared aspects of the roles which elected student leaders all commit to upon election to the role.

Examples of meetings attended by President during term 2020-22
The nature of the President’s role is that there are always additional Association and OU working groups and committees that they will attend, as well as a range of one-off activities. We are therefore providing the most comprehensive list we are currently able to.

The list specifies scheduled meetings; additional work is typically required between these through online discussions and/or reading papers. In general, where there are face to face meetings these often take place in Milton Keynes, however, we are embracing blended working and so many meetings are able to attended online.

Items italicised are those where there is a choice which CEC member is assigned; the decision will be made between the postholders once elected.

Association meetings
- *Either President or Deputy President are members of Appointments Committee; and either President/Deputy President or VP Education will chair this.*
- Chairs the biennial Conference and has final responsibility for the report by the Central Executive Committee to Conference.
- *President or Deputy President is a member of the Societies Committee – three times a year on Saturdays.*
- Association Trustee meetings – four times a year, with the need to attend occasional extra meetings to address urgent matters.
- *Leads Monthly student Leadership team Huddle with Deputy President.*
- Conference Steering Committee – as required in the run up to our biennial Conference.
- Senate Reference Group – four times a year, usually Wednesday mornings. *The President or VP Education chairs this* (First meeting 14 October).
OU meetings

- Council – five times a year. One meeting each year will be face to face outside of Milton Keynes. Members of Council also attend one-two sub-committees which meet up to 4 times a year.
- Senate – four times a year after Senate Reference Group, usually Wednesday Afternoons, including a lunch meeting for the six Senate Student Delegates. (First meeting 14 October).
- Student Voice Steering Group. The President co-chairs this with Pro Vice Chancellor Students – four times a year.
- Student Satisfaction Improvement Working Group. The President co-chairs this with Pro Vice Chancellor Students – four times a year.
- Senior Team monthly meeting.
- Student Casework Steering Group – twice a year.
- Pro Vice Chancellor Students Reference Group – twice a year
- Student Experience Committee – three times a year.
- Access and Participation plan Steering group three-four times a year
- Student Experience Learning Adjustment Operation and Steering Groups – monthly
- Pro Vice Chancellor Students Advisory Group – three times a year
- Digital Inclusion Management Group – monthly
- Exams and Assignment Steering Group – monthly
- PREVENT Steering Group – three times a year.
- Sustainability Steering Group (President or Deputy President)
- EDI Committee President or Deputy with VP EDI – three times a year