Vice President Administration
The Vice President (VP) Administration has primary responsibility for the Association’s assets, financial management and rules.

The VP Administration:

- Has responsibility for presenting the accounts, budgets and financial reports to the Central Executive Committee and Board of Trustees.
- Advises the Central Executive Committee and Board of Trustees about financial implications of matters under discussion.
- Is a Trustee for the Association and for OUSET, as well as being a member of the Finance, Resources and Risk Committee, a sub-committee of the Board of Trustees.
- leads the quadrennial Rules Revision Convention (next due in 2025).
- Advises the Returning Officer regarding election rules and has oversight of ensuring compliance.
- Is the lead student representative in any funding negotiations with the University
- Approves the accounts and constitutions of affiliated societies.
- 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 ability to draft rules in clear language.
- An understanding of finance issues.
- Attention to detail, always looking for ways to take complex information and deliver it in a manner which students can understand and that is relevant.
- 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 voluntary role which requires on average 15 hours a week, but is busier at some times. You will be required to complete the duties of a Trustee for the OU Students Association; you must therefore be eligible to act as a Charity Trustee.

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 VP Administration

The nature of our Student Leader’s roles 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 be attended online.

Association meetings

- Association Trustee meetings – four times a year.
- OUSET Trustee meetings – three times a year.
- Finance, Resources and Risk Committee – at least four times per year.
- Shop Governance Working Group – Chair approx. 4 meetings per year.
- Conference Steering Committee – meet in the lead up to the biennial Conference, as required
- Societies Committee – three times a year on Saturdays.
- Funding negotiation meetings, if required.

Association Staff Support Link: Head of Finance and Resources