

Faculty Representative

Faculty Representatives are the members of our Student Leadership Team who have primary responsibility for ensuring students studying within their faculty are represented regarding all areas of the student experience. You will be a member of the OU Students Association Student Leadership Team (SLT), which is made up of all the successfully elected candidates from the Students Association elections (excluding Student Trustees) and serves as the collective voice of the OU student body. The SLT work together as a team over their two-year term to advocate on behalf of students, and to champion changes that will enhance and improve the OU student experience. Each member of the SLT has an individual portfolio, which determines their area of focus. However, Student Leaders will work together to agree on their team priorities and how they want to pursue them, sharing their challenges and achievements along the way.

There are five Faculty Representatives, one for each of the following:

- Faculty of Arts and Social Sciences (FASS)
- Faculty of Business and Law (FBL)
- Faculty of Wellbeing, Education and Language Studies (WELS)
- Faculty of Science, Technology, Engineering and Maths (STEM)
- Open and Access Faculty

Shared Responsibilities of all Elected Student Leaders

As a member of the Student Leadership Team, you become a crucial part of the Association's Student Leadership Team. Student members elect you to represent them, provide support, create a student community and uphold the mission, vision, and values of the organisation. All elected student leaders have the following shared responsibilities:

- To work as a team to support the [Association's mission, vision and charitable objectives](#).
- To truly harness the Students Association values of equality and inclusivity, openness, kindness and compassion, integrity, and collaboration.
- To attend initial onboarding sessions, the four official quarterly SLT meetings each year, monthly SLT huddles and the Association's biennial conference.
- To effectively communicate with fellow SLT members and the staff team who work in collaboration. This involves the regular use of official spaces and emails.
- Support, connect and work with other Association Volunteers and Representatives who are providing vital activities, services and events to members.
- To be the public face of the organisation involved in raising awareness, developing promotional materials, delivering presentations and hosting student facing sessions.

- Submit regular reports and blogs regarding your role, showcasing impact and engaging members, including contributing to the production of a biennial SLT report for Conference.
- Where possible, attend at least one Student Consultation meeting to engage with students.
- You will be committed to equality, diversity, and inclusion.
- Act openly and responsibly and be prepared to be accountable for your actions.
- Respect confidentiality in any information which has been imparted to you in confidence and recognise the importance of this - if this information relates to a safeguarding matter, you must not keep it to yourself. Speak to a member of the Volunteering and Representation team should you have concerns.

The Faculty Representative's responsibilities

- Is the first point of contact and a public face of the Association to students and is prepared to communicate with students in their faculties through a range of platforms.
- Can be members of the relevant Faculty Assembly or the Faculty Teaching Committee (quarterly meetings with the University Faculty staff and ALs).
- Engage with Student Recruitment and Support Centers.
- Engage with faculty members and module teams about non-governance issues relating to student experience on modules.
- Seek faculty specific student views regarding learning and student experience and work with fellow volunteers and representatives to ensure that this is appropriately fed back to the University and to students.
- Close the feedback loop on matters affecting students which are specific to the faculty, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Have the option to be members of the Student Senate Reference Group who meet online quarterly.

Key skills and attributes

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

- A broad understanding of their Faculty and student needs within the different modules.
- 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, by both the Association and the University.

Role Specific Essential information, including time commitment

- This is a voluntary role which requires on average **5-10 hours a week**, but is busier at some times, such as during Freshers or Student Voice Festival.
- Faculty Representatives must either be enrolled for a module or registered for a qualification within the appropriate Faculty.
- The Open and Access Representative must fulfil one of the following criteria:
 - Currently studying an Access module.
 - Have studied an Access module within the last two years.
 - Be currently studying towards an Open degree.

Examples of meetings attended by Faculty Representatives

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 most meetings are hybrid or online.

Association meetings

- **Student Leadership Team Meetings** – Formal SLT meetings to agree action taken by the Association on Student-facing issues and to discuss proposals to the Board of Trustees when required. All formal business is covered in these meetings, and these are mandatory except for unavoidable circumstances.
- **Monthly Student Leadership Team catch up** – a less formal but regular opportunity for the SLT to get together to discuss current issues, ideas and generally support each other in role.
- **Student Senate Reference Group** – a student group who meets ahead of Senate to discuss views on papers. This group helps inform the six student members of Senate. They meet four times a year.

OU meetings

- Faculty Assembly or Teaching Committee – three times a year
- The Open and Access Representative is an *ex officio (automatic)* member of the faculties Academic Committee for Learning, Teaching and Assessment – three times a year

Dates for your diary

- Start date: Following elections, this role begins 'elect' on 1st July 2024, when onboarding training sessions and handover will commence. During this time, you will have opportunities to find out more and shadow your predecessor, who will remain

in their role until 31 July 2024. You will then officially take over from the outgoing role holder on 1st August 2024.

- OU Students Association Conference – Milton Keynes – Saturday 15th June (optional)
- Onboarding and Handover weekend – Milton Keynes – July 12th – 14th
- Onboarding weekend – Milton Keynes – September 13th – 15th
- SLT meet quarterly on Saturdays, dates will be agreed by the incoming President and Deputy President upon the start of term.

Timeline for your onboarding

May 10th: Election results announcement

May 13th – June 30th: Welcome pack sent out with useful information and links to e-learning

June 15th: OU Students Association Conference (you are welcome to attend, but don't worry if you can't)

July 1st: Elected candidates take up 'Elect' roles and become Students Association volunteers

July 1st – July 31st: Onboarding and handover commences

July 12th – 14th: Onboarding and Handover weekend in Milton Keynes (a weekend for training, team building, and some handover with the outgoing Student Leadership Team)

August 1st: Official take over date from the outgoing role holders

August 1st – September 30th: Further training and support to build confidence in your role

September 13th – 15th: Onboarding weekend in Milton Keynes (a weekend to come together as a team now that you've had a bit of time in the role, and develop your team priorities for the 2024-26 term)

Further information

These remits are not exhaustive and specify the core responsibilities of Elected Student Leaders. They are subject to change dependant on circumstance and ongoing developments. There may also be items that fall across remits where postholders will work collaboratively.

Remits indicate the normal assignment of responsibilities, however, where both parties are agreed, role descriptions are not intended to prevent the sharing or transfer of relevant work for good reason and in the interest of supporting one another.

All volunteers are expected to follow the Volunteer Policy and Agreement, the Values and Behaviour Policy and Code of Conduct given to them on taking up a role with the Association.

All volunteers are required to have their own IT equipment and internet connectivity sufficient to fulfil their remits. In exceptional circumstances, and for a period not exceeding six months, the Association may be able to provide the loan of a laptop.