**Secretary of the Black, Asian and Minority Ethnic Students Group**

**Overview of role**

The Black, Asian and Minority Ethnic (BAME) Group were set up to help OU Students who identify as Black, Asian or Minority Ethnic to get the most out of their study.

The BAME Students Group Committee works diligently on behalf of their members to offer support, arrange events and represent their voices to the OU and OU Students Association.

A BAME Group Committee member should be an active member of the Committee; participating in meetings, forum discussion and assisting the Officers to mee the goal and objectives of the Group.

This role is suitable for a student who has an appreciation of studying with a barrier and who can share their experiences with the other members of BAME Students Group.

**Please be aware, as a volunteer, you will be expected to follow our** [**volunteer policy**](https://www.oustudents.com/_uploads/www.oustudents.com/5c051eb35b07d-Volunteer%20Policy%202018.pdf) **and** [**volunteer agreement**](https://www.oustudents.com/_uploads/www.oustudents.com/OU%20Students%20Association%20Volunteer%20Agreement.pdf)**. We are committed to equality, diversity and inclusion, and you are expected to reflect this in your volunteer role.**

**Eligibility requirements**

* You must be a current student.
* You must be a member of the BAME Group.
* You must be willing to undertake a Disclosure and Barring Service (DBS) check upon election.
* You must be eligible to stand for the role based on the [Charity Commission’s disqualification criteria](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions) from serving in a Charity Senior Positions. Please be aware that we will carry out eligibility checks on all candidates for these positions and successful candidates will be required to sign the Charity Commission’s declaration of eligibility and responsibility.

**Essential for this role**

* Good communication skills.
* A patient and empathetic nature.
* Non-judgemental behaviour towards views, beliefs, values and perspectives which are different to your own.
* A willingness to engage with other students.
* Ability to work independently and as part of a team.

**Main responsibilities**

* The Secretary is responsible for administration of the Group’s activities.
* Works effectively as part of a team with the rest of the Committee.
* Works closely with the OU Students Association’s Equality, Diversity, Inclusion and Student Welfare Team.
* Actively represents the members of the Group in an official capacity to the OU and the OU Students Association.
* Effectively communicates with the Group’s officers and the rest of the Committee.
* Administrates the Committee meetings, including arranging the meetings, sending invites, taking notes and circulating these after (ensuring all paperwork is in accessible formats, where necessary).
* If the Chair is unavailable, you may be asked to attend meetings and represent the Group instead of the Chair.
* Collaborates with other Officers to moderate online Forums and Social Media accounts and to manage shared Group mailbox.
* Works closely with other Committee and Group members to ensure an active online presence by creating and sharing relevant and engaging material.
* Promote the work of the Group to non-members.

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

* To attend and complete all necessary training and induction sessions and adhere to the training received.
* To act professionally whilst in your role.
* 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 ensure you fulfil your volunteer role in line with our Volunteer Agreement and our Behaviours and Values policy.
* To keep all information gathered from your role as confidential.
* That you will spend approximately 5 to 10 hours a week in your role.

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

* To get support from the VP EDI and the Association’s Equality, Diversity, Inclusion and Student Welfare Team in Milton Keynes throughout your time with us.
* To get a volunteer handbook outlining all polices and support you can access. Within this will be a guide to the Association and the services they offer, to help you in your role.
* To have access to a monthly volunteer newsletter to inform you of what’s going on at the Students Association.
* To get all reasonable expenses reimbursed.
* To receive an online induction and all the information and training necessary to carry out your role effectively. Further training may be provided on request.
* You will receive recognition of your volunteering from the Association.

This role will support you to develop **seven** of the [Employability and Transferable skills](https://help.open.ac.uk/employability-skills) defined by the OU, including problem solving, self-management and resilience and collaboration.

**Application Process**

Please send us a message via [oustudents-support@open.ac.uk](mailto:oustudents-volunteer@open.ac.uk) introducing yourself and a short description about why you want to apply for this role.

Your application will be reviewed by VP EDI and the Equality, Diversity, Inclusion and Student Welfare Team, who will have access to the information you provide.