



# Student Council Chair

## WELCOME

**2020/2021**

The University of Portsmouth Students' Union exists for one simple reason: to have a positive impact with EVERY Portsmouth student.

As a registered charity with a turnover of approximately £1.6m, we employ nearly 40 permanent staff and over 50 student staff, delivering a range of activities focusing on our Charitable Aims of Representation, Welfare and Development.

The organisation is led by five elected student Officers; Democracy & Campaigns, Learning Experience, Academic Representation, Development and Welfare. Supported by over 15 students from around the University who have a vested interest in improving the Student Experience at Portsmouth and have a commitment to campaigning on issues that affect different communities of Students at the University.

# RESPONSIBILITIES

**Every Part-Time Officer has the same overall responsibilities that they must fulfil:**

## **1. As an Officer**

Acting as a leader and representative of students. This involves working closely with the University to make sure they make decisions in the best interests of students, informed by student feedback and opinions and by sector best practice. Officers will be expected to Listen and Act on the Student voice throughout their year in office.

## **2. As a Council Member**

Attending Student Council meetings and being engaged with the democratic process. Providing accountability to full time Elected Officers on behalf of students, being available to be actioned for campaigns and providing support to other Part-Time officers on their campaigns, when able.

## **3. The Student Council Chair has an Additional organisational Responsibility**

The role of the Student Council Chair is to oversee the effective running of Council meetings and processes. Their role requires the candidate to be impartial and therefore they are not able to vote on proposals coming to council. There is also a responsibility, in collaboration with the Democracy and Campaigns Officer, to oversee the accountability and scrutiny provision for Council and its members.

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### **AS AN OFFICER:**

- Represent student views to the Students' Union, University and external stakeholders.
- Work closely with the other Part-Time Officers and support Full Time Officers on priority campaigns and activity.
- Support the relevant Have Your Say Zones and the Student Council
- Provide support for and help organise, where needed, student-led campaigns.
- Proactively support the Union's work to have impact with students across the UoP community.

### **AS STUDENT COUNCIL CHAIR:**

- To Chair the Student Council meetings to ensure transparency in the democratic process and the actioning of student campaigns and ideas.
- To oversee the implementation of Council accountability by chairing meetings, communicating with other Council members to collect their feedback and

reports, and ensuring that any feedback or issues are raised with the Democracy and Campaigns Officer or the UPSU Student Focus Team.

- To attend and be an active member of Council by attending meetings regularly and engaging professionally in discussion, considering student led ideas, speaking with representative groups and sharing their feedback. The role will also involve providing termly updates to students which will be published on the Union website.
- To be a champion of the Union's democratic petition system, Have Your Say, by promoting any changes implemented through student ideas and encouraging students to submit campaigns.
- To be the lead in delivering Council's Accountability Forum by gathering data from the student body on how elected representatives should be held to account.
- To attend training provided by Council to ensure that essential skills for being an officer and member of the Council are gained and developing skills to improve employability.

**Notes:**

- In addition to responsibilities as a Part-Time Officer, all Officers have a privileged position within the Union:
  - Officers are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
  - All Officers are individually and collectively responsible for working to the Union's values.