

# Student Leader Role Profile

## Chair of Democratic Procedures Team

The main purpose of DPT is to support the Returning Officer and their Deputies to deliver fair and inclusive democratic procedures at The SU.

### Duties and Responsibilities

- Work closely with the RO/DRO to advise and ensure the smooth running of all democratic procedures of The SU including elections, referenda and SUMmit.
- Assist the RO/DRO in monitoring complaints relating to democratic procedures.
- Chair all meetings of DPT and ensure they are run in accordance with SU policy with support from the DROs.
- Always stay impartial and at no time support any candidate.
- Attend Elections Operations Working Group to have an understanding of the operational delivery of SU elections.
- Chairing the Questions to Candidates session during the Officer Elections.
- Announcing the results at the Officer Elections Results Event.

### Useful Previous Experience/Skills

- Enthusiasm for The SU and its activities.
- An interest in democratic processes.
- Good communication skills.
- Ability to remain calm and act with integrity/sensitivity on confidential matters.

### Why become Chair?

- You will play a vital role in SU democracy.
- Boost your employability and gain experience in governance and democratic processes of a large organisation.

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## Key Time Commitments

- Training commitment – training will be provided at the start of your role to help you get up to speed on The SU’s democratic processes, this will be arranged at a mutually available time with the DROs.
- Time spent reading papers/reports and working with the DROs on the creation of agendas and approval of minutes.
- Attendance at DPT meetings – approx. 1 per month, although additional meetings may be organised to support the SU Officer Elections (December – February) democratic processes.
- Attendance at Elections Operational Working Group (where possible) – approx. 1 per month, although additional meetings may be organised to support the SU Officer Elections operational delivery (December – February).

## Skills you will develop in this role:

Commercial Awareness		Creativity	✓
Decision Making	✓	Delegation	
Financial Management		I.T. Skills	
Initiative	✓	Leadership	✓
Marketing	✓	Negotiation	✓
Organisation/ Planning	✓	People Management	✓
Problem Solving	✓	Public Speaking	✓
Teamwork	✓	Time Management	✓
Verbal Communication	✓	Written Communication	✓

## How is the Chair appointed?

- The Chair is appointed through a selection process via a Nominations Panel. The Nominations Panel is comprised of 3 SU Officers and 1 SU Student Trustee, and is supported administratively by the Returning Officer or their nominated staff member.
- Any current registered student, who will be a student for the duration of the academic year, can apply for the role.
- Students holding other roles such as Exec member, SU Groups Committee member, Representative, Peer Mentor etc can also apply for the role,

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provided they will be a current registered student for the duration of the academic year.

- The Chair must declare upon appointment that they will not be standing in the Officer Elections, or acting as a campaigner for a candidate.
- Promotion of the role and details of the application process will be promoted by The SU via the SU website and social media channels.

Email [sureturningofficer@bath.ac.uk](mailto:sureturningofficer@bath.ac.uk) for any questions about this role.