

Student Leader Role Profile



Member 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.
- Attend all meetings of DPT and provide student insight into recommended actions.
- Always stay impartial and at no time support any candidate.
- Attending and supporting the Questions to Candidates session during the Officer Elections.
- Attending and supporting 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 a member?

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

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

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arranged at a mutually available time with the DROs and other DPT members.

- Time spent reading papers/reports ahead of meetings.
- Attendance at DPT meetings – approx. 1 per month, although additional meetings may be organised to support the SU Officer Elections (December – February) democratic processes.

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 are members appointed?

- 4 open place student positions are available on DPT and are elected through an all student election. 2 places are also offered to the elected NUS Conference Delegates (ex-officio).
- Any current registered student, who will be a student for the duration of the academic year, can nominate themselves in the open election at the beginning of the academic year.
- Students holding other roles such as Exec member, SU Groups Committee member, Representative, Peer Mentor etc can also nominate themselves in the open election, provided they will be a current registered student for the duration of the academic year.
- Members must declare upon appointment that they will not be standing in the Officer Elections, or acting as a campaigner for a candidate.

Email sureturningofficer@bath.ac.uk for any questions about this role.