Role Description

<table>
<thead>
<tr>
<th>Post:</th>
<th>Mature Students Forum Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade:</td>
<td>Volunteer</td>
</tr>
<tr>
<td>Hours:</td>
<td>4 hours/month minimum</td>
</tr>
<tr>
<td>Responsible to:</td>
<td>The membership of UPSU</td>
</tr>
<tr>
<td>Responsible for:</td>
<td>None</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>The democratic decision-making processes of the organisation, in line with the Core Constitution.</td>
</tr>
</tbody>
</table>

Post Holder | NEW RD FOR 2015/16 | RD last reviewed | March 2015

Purpose of Post:

To act in the best interests of the students of Plymouth University when representing them both internally in UPSU and to the University and externally to the wider community.

To be the lead Student Rep liaising on issues related to Mature Students.

To chair the monthly Mature Students Forum meetings.

To liaise with students and assist UPSU in the provision of Mature Students campaigns and events.

Duties and Responsibilities:

- To dedicate an average of 4 hours a week to the post (with an absolute minimum of 4 hours per month).
- To represent students of Plymouth University both within the Students’ Union, the University and on a national level.
- To attend the UEC meetings and to submit motions and reports prior to the given deadline.
- To actively seek student opinion on issues relating to the post and as requested by Executive Officers, this includes regular liaison with; Forum Chairs, Course Reps, School Reps, Clubs, Societies and Volunteers.
• To attend relevant other meetings relating to the post and to represent and act in the best interests of students, to report pertinent information back to the UEC.
• To provide an annual summary of activities and achievements to UEC.
• To assist Executive Officers and other Student Reps in implementing campaigns.
• To keep up to date with local and national campaigns and events relating to the post.
• To work with Students’ Union staff, Executive Officers and other Student Reps to ensure the provision of events and campaigns as directed by student need.
• To be supportive of all UPSU activities and to actively encourage participation by students.
• To provide a handover pack to your successor detailing any pertinent information relating to the post, including; minutes of meetings, key contacts and details of campaigns.
• To engage fully in the UPSU democratic process and to be accountable to the UPSU membership.
• Attend Sub-Committees as required.

General:

• Must be knowledgeable of the UPSU Core Constitution and Bye-Laws, as applicable to this post, and the nature of its legal requirements. UPSU is a democratic decision-making process and the postholder must always carry out his/her duties on the basis of these principles and the aims and objectives of the organisation.
• To work in accordance with all UPSU policies and procedures, including Health and Safety, Staffing Protocols, Financial Procedures and the UPSU Equal Opportunities Policy.
• To work in accordance with UPSU’s Environmental Policy and to make a commitment to improving UPSU’s environmental impact by means of energy saving and recycling in the workplace.
• To endeavour to attend all training sessions and UPSU democratic events.