

# Athletic Union President Information Pack

## Line managing:

- The AUP is line managed by Clare Peddie (Proctor of the University).
- The AUP doesn't solely line manage anyone, although they work closely with members of the Student Sports Team and may allocate tasks as appropriate. They are also responsible for supporting club committees.

## A week's calendar:

	Monday	Tuesday	Wednesday	Thursday	Friday	
08:30						
09:00		Emails and follow-ups	Healthy Body Healthy Mind work	Admin	Saints stamp prep	
09:30	Emails, teams messages, and task prioritisation			Membership restructure meeting	Planning for AU Exec	Saints Sport Senior Management Meeting (fortnightly)
10:00		Careers centre	Saints Sport repeat meeting			
10:30	Drafting website content for Saints Values	Prepping for BUCS Nationals	Catch up with Stephen (weekly)		Meeting about club constitutions	Varsity planning
11:00				Sabb catch-up		Saints Stamp scheme
11:30	Meeting a student	Call with Duncan	Actions from above	Working on to-do list tasks	Dealing with something unexpected	
12:00						Watching BUCS fixtures
12:30	Prepping for the membership restructure meeting	Meeting about club development	Meeting a club	Facilities meeting	AU Exec (fortnightly)	
13:00						Research & report writing prep for facilities meeting
13:30		Emails and teams messages	Welcome for semester abroad students			
14:00	Union management meeting (weekly)					Meeting a student
14:30		Working through to-do list actions				
15:00	Unexpected task					AU Pres report, weekly sabb email, weekly round-up
15:30	Office Hours (weekly)					
16:00						Students Association Board (monthly)
16:30						
17:00						
17:30						
18:00						
18:30						
19:00						

An average week contains a mixture of standing meetings, one-off meetings, independent work, and one-off events/projects:

## Standing meetings:

### Saints Sport

- **Senior Management Meeting**
  - 1.5 hours, held fortnightly, chaired by Stephen Stewart
  - Discussing strategic priorities for Saints Sport. Standing agenda items include recruitment priorities and financial reports.

- Actions: AUP is welcome to add agenda items, report on topics, and contribute to all discussions. There may be some papers to read beforehand, and some follow-up actions allocated to AUP afterward.
- **Catch up with Stephen Stewart**
  - 1 hour, held weekly or whenever relevant
  - Discussing AUP priorities and development, as well as any arising issues.
  - Actions: no specific actions required.
- **AU Board**
  - 1.5 hours, held ~7 times a year, chaired by Clare Peddie
  - Reporting on AUP and AU Treasurer work, discussing arising issues for the AU, and generally overseeing the strategic management of the AU
  - Actions: writing the agenda, President's report, and Student Sports Team report and compiling reports from other officers. Reporting on these topics during the meeting. Checking and circulating minutes after the meeting.
- **AU Exec**
  - 1 hour, held fortnightly, chaired by AUP
  - Discussing operational priorities of the AU, new policies which may later pass through AU Board, and the priorities of the Student Sports Team.
  - Actions: writing the agenda and reporting where necessary.
- **Saints Sport for All (SSFA)**
  - 1 hour, held ~3 times a year, chaired by AUP and Duncan Caithness
  - Discussing SSFA priorities and working with student representatives to identify areas where Saints Sport can improve.
  - Actions: co-writing the agenda and reporting where necessary
- **Green Sport Group**
  - 1 hour, held ~4 times a year, chaired by AUP and a Duty Manager
  - Discussing how Saints Sport can progress on Green Sport initiatives and setting actions for progress
  - Actions: convening meetings, co-writing the agenda, and reporting where necessary.

## Students Association

- **The Daily Huddle**
  - 15 minutes, held daily, chaired by Chris Clarke
  - Sharing information about your day, and asking any relevant questions
  - Actions: N/A
- **Management meeting**
  - 1.5 hours, held weekly, chaired by Chris Clarke
  - Working through a standing tasks/agenda items, discussing priorities, and reporting on your work
  - Actions: N/A
- **Sabb catch-up**
  - 30 minutes, held weekly
  - Discussing sabb priorities, and ongoing collaborative projects, and a general catch-up
  - Actions: Adding to the agenda and reporting on relevant areas
- **Students Association Board (evening meeting)**
  - 2 hours, monthly, chaired by David Scott

- Discussing student association priorities, hearing reports from the sabbatical officers (not AUP) and union.
- Actions: reading papers prior to the meeting.
- **Finance Audit and Risk Committee**
  - 2 hours, monthly, chaired by Jillian Cowan or Association President
  - Discussing student association finances, e.g., approving expenditure, external audits, updating the risk register
  - Actions: reading papers prior to the meeting.
- **Councils – Student Association Exec Committee**
  - 1.5 hours, monthly, chaired by the Association Chair
  - Discussing motions which have gone straight to the Exec Committee, or approving relevant motions/constitutions which have gone through SRC
  - Actions: reading papers, voting. AUP may also contribute papers.
- **Councils – Student Representative Council**
  - 1.5 hours, monthly, chaired by the Association Chair
  - Discussing motions from officers and students (by petition).
  - Actions: reading papers, voting. AUP may also contribute papers.
- **Monthly meetings with the Proctor**
  - 1 hour, monthly, chaired by Clare Peddie
  - Catching up about university and sabbatical priorities, collaborative work, and general sabb experience.
  - Actions: N/A

## **One-off meetings**

### Regular

- Meeting with Saints Sport staff
- Meeting with sports club committees
- Club development project meetings
- Healthy Body, Health Mind meetings
- AU Budget meetings

### Occasional

- Meeting with individual students, e.g., to discuss an issue, to share the affiliation process.
- Meeting with university staff
- Membership restructure working group
- Meeting with Student Sports Team Officers
- SSS Sabb forum
- Welcome presentations for incoming and PG students
- Facilities allocations working group

## **Independent work**

For example:

- Completing actions from meetings
- Responding to emails and team messages

- Drafting content to be shared to students (e.g., for the website)
- Preparing for meetings (e.g., reading papers, writing reports)
- Working on manifesto projects
- Reviewing and updating policies
- Collecting, analysing, and implementing student feedback
- Gathering information from committees
- Sharing weekly updates

### **One-off events/projects**

High time commitment:

- Organising Preseason
- Organising GIAG sessions
- Organising and running Sports Fayre
- Supporting on the rugby varsity vs Edinburgh
- Organising sport-wide varsity
- Organising and supporting on Sports Awards
- Organising BUCS Nationals
- Club development meetings (or other handover activity)
- Supporting on the union elections
- Handover preparation and delivery

Low time commitment:

- Producing intro content about yourself and the AUP role
- Instagram takeovers
- Running committee forums