

Director of Student Development and Activities Information Pack

Line managing:

- The DoSDA line manages the:
 - o Societies Committee
 - o Union Debating Society
 - o Charities Campaign
 - o St Andrews Voluntary Service
 - o Postgraduate Society
 - o Postgraduate Development Officer
- The DoSDA line manages the following with the DoES
 - o On the Rocks
 - o Mermaids Performing Arts Fund
 - o Music Fund
- The DoSDA line manages the following with the DoEd
 - o Employability Officer

A week's calendar:

	Monday	Tuesday	Wednesday	Thursday	Friday		
8:30							
9:00		Working on to-do list tasks		Admin	Answering emails		
9:30	Emails, teams messages, and task prioritisation		Answering emails				
10:00		Byre Management Board	Clearing Societies Cupboard	Employability Working Group	CEED		One-off meeting
10:30					Careers Centre		University repeat meeting
11:00	Awards Planning (HLMs)		Enterprising Education Working Group		Saints+		Union repeat meeting
11:30		Dressing up as Rory McLion		Meeting with Jillian			
12:00	Student Drama Awards		Sabb catch-up		Work on Manifesto		
12:30		Short Courses	Actions from above	Working on to-do list tasks	Dealing with something unexpected		
13:00	Answering emails from the weekend						
13:30				SA Board prep	Emails / Teams		
14:00		Museums Board	Debates Committee	Meeting with Director of Student Experience	Discipline Committee		
14:30	Union management meeting (weekly)						
15:00		Research & report writing prep for Councils meeting	Mermaids Meeting	Meeting with VP Collections	Student Project Fund		
15:30							
16:00			Societies Committee		Meeting a Society		
16:30	Volunteering Operations				DoSDA report, weekly sabb email, weekly round-up		
17:00		Emails and teams messages					
17:30							
18:00				Students Association Board (monthly)			
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:

- **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 and union.
 - Actions: reading papers prior to the meeting and submitting a written report.
- **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, submitting papers, voting.
- **Councils – Student Representative Council**
 - 1.5 hours, monthly, chaired by the Association Chair
 - Discussing motions from officers and students (by petition).
 - Actions: reading papers, submitting papers, voting.
- **Discipline Committee**
 - 1 hour, monthly, chaired by the DoES
 - Interviewing students who have been written up for disciplinary hearings and coming to a conclusion on whether they should be banned, fined or warned
 - Actions: reading discipline cases provided beforehand
- **Monthly meetings with CEED**
 - 30 minutes, monthly
 - Catching up about university and sabbatical priorities, collaborative work, and general student development initiatives.
 - Actions: collate an oral report
- **Bi-monthly meetings with the Careers Centre**
 - 30 minutes, every other week
 - Catching up about careers and employability priorities, and collaborative work
 - Actions: collate an oral report, publicise Careers Centre materials
- **On the Rocks Committee Meeting**
 - 1 hour, monthly, chaired by the OTR Convenor

- Catching up about the On the Rocks Festival, programming, risk assessments, and one-off events
- Actions: prepare oral report
- **Societies Committee Meeting**
 - 1 hour, monthly, Chaired by the Societies Officer
 - Going through new society requests, grant requests and receiving updates from the Societies Committee
 - Actions: prepare oral report
- **Music Fund Committee Meeting**
 - 1 hour, monthly, Chaired by the Music Officer
 - Catching up about the committee's priorities and goals
 - Actions: prepare oral report
- **Charities Campaign General Committee Meeting**
 - 1 hour, monthly, Chaired by the Charities Convenor
 - Catching up about the committee's priorities, goals, subcommittees reports and fundraising totals
 - Actions: prepare oral report
- **Mermaids In-Camera Committee Meeting**
 - 1 hour, monthly, Chaired by the Mermaids President
 - Catching up about the committee's priorities, goals and show proposals
 - Actions: prepare oral report
- **Union Debating Society Committee Meeting**
 - 1 hour, monthly, Chaired by the Debating President
 - Catching up about the committee's priorities and goals, weekly debate and trainings
 - Actions: prepare oral report
- **Weekly meeting with the Union Management Accountant (Staff Mentor)**
 - 1 hour, weekly
 - Catching up about personal matters, subcommittee updates and general qualms
 - Actions: N/A

One-off meetings

Regular

- Meeting with Union staff
- Student Project Fund Meetings
- Enterprising Education Working Group
- Younger Hall Project Board
- Volunteering Operations Project Board
- Saints+ Meeting
- Employability Working Group
- Short Courses Committee
- Student Drama Awards Committee
- Byre Theatre Board
- Museums Advisory Panel
- Museums Strategic Board

Occasional

- Meeting with individual students, e.g., to discuss an issue, to share the affiliation process.
- Meeting with university staff
- Welcome presentations for incoming study abroad and PG students
- Freshers' Week/ReFreshers' Week meetings
- Charities Campaign Executive Committee Meeting

Independent work

For example:

- Completing actions from meetings
- Responding to emails and Teams 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 Freshers' Fayre
- Organising Freshers' Room Bookings
- Supporting Subcommittees and Societies
- Organising Association awards ceremonies
 - o Student Excellence Awards, HLMs, Society Awards, etc.
- Supporting on the union elections
- Handover preparation and delivery

Low time commitment:

- Producing intro content about yourself and the DoSDA role
- Instagram takeovers
- Organising Catch-Ups/Check-Ins