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There's not really an average week with this job...not every week looks like the one above! Some weeks are much busier than others, and sometimes you'll only have one meeting a day. Some days you'll have tons of emails to reply to, and other days you'll only get a handful of messages. An average week contains a mixture of standing meetings, one-off meetings, independent work, and different events and projects.

Union Regular 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**
 - 1 hour, held weekly
 - Discussing sabbatical officer 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 Association President
 - Discussing student association finances, e.g., approving expenditure, external audits, updating the risk register
 - Actions: reading papers prior to the meeting, discussing any queries with Jillian Cowan prior to 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, preparing verbal report to give in the meeting
- **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, preparing verbal report to give in the meeting
- **Accommodation Committee Meeting**
 - 1 hour, weekly, chaired by the Accommodation Officer
 - Catching up about accommodation, reports from each of the committee members, preparing the how to rent guide, event organising
 - Actions: prepare verbal update on all things accommodation related
- **Senior Students Forum**
 - 1 hour, weekly, chaired by the Deputy Accommodation Officer (Halls)
 - All the senior students meet to discuss things happening in halls, issues affecting students in halls, anything else related to University Accommodation
 - Actions: add relevant items to the agenda
- **Community Relations Committee Meeting**
 - 1 hour, weekly, chaired by the Community Relations Officer
 - Talking about town-gown relations, talking about community events, planning events, planning community action day and St Andrews Day celebrations
 - Actions: prepare oral report
- **Environment Committee Meeting**
 - 1 hour, fortnightly, chaired by the Environment Officer
 - Catching up about the University and Union's progress on sustainability, planning events, discussing sustainability policies, discussing sustainability campaigns
 - Actions: prepare verbal update on all things environment and sustainability related
- **Rector's Committee General Meeting**
 - 1 hour, fortnightly, chaired by the Rector's Assessor
 - Catching up about the committee's and Rector's priorities, goals, subcommittees reports and project updates
 - Actions: prepare oral report
- **Alumni Committee Meeting**
 - 1 hour, monthly, chaired by the Alumni Officer
 - Catching up about the committee's priorities, goals and show proposals
 - Actions: prepare oral report
- **Community Council**
 - 2-3 hours, monthly
 - Discussing issues relating to the local community
 - Actions: prepare a verbal report on the Students' Association activities and student issues, talk to the Community Relations Officer about their verbal report and any issues they want to raise, be prepared for some sticky questions and comments, read the agenda and any papers

University Regular Meetings

- **University Court**
 - 2-3 hours, quarterly, chaired by the Rector or Senior Lay Member
 - Discussing University strategy, priorities and goals, updates from standing committees

- Actions: prepare written and verbal report on Students' Association activities and current student issues, read papers, discuss the papers with other student members, catch up with Court members about specific papers, agenda items and issues
- **PARC**
 - 2-3 hours, quarterly, chaired by the Senior Lay Member
 - Court committee which discusses planning and resources, updates on University finance and construction projects, makes recommendations to Court on matters relating to management of resources, strategy and plans
 - Actions: read papers, catch up with committee members about individual papers, items and issues
- **G&N**
 - 2 hours, quarterly, chaired by the Deputy Chair of Court
 - Court committee which discusses governance of the university, staffing issues, makes recommendations to Court on matters relating to its structure and membership
 - Actions: read papers, catch up with committee members about individual papers, items and issues
- **Senate**
 - 2 hours, every quarter
 - Hearing updates from senior University staff, approving papers brought to Senate, discussing salient academic issues
 - Actions: read the papers
- **Bi-monthly meetings with the Careers Centre**
 - 30 minutes, every other week
 - Catching up about careers and employability priorities, and collaborative work
 - Actions: N/A
- **One St Andrews Steering Group**
 - 1 hour, every other month
 - Updating on One St Andrews projects, discussing EDI issues and town-gown relations
 - Actions: read agenda and any papers, prepare updates on any related projects
- **StAnd Together Board**
 - 1 hour, twice a semester, rolling chair
 - Updating on and overseeing the StAnd Together strands (Got Consent, Got Support, and Got Limits), discussing volunteer recruitment, discussing relevant issues
 - Actions: read agenda and papers
- **Residence Ops**
 - 30 minutes, every other week, chaired by Alan Riddell (Deputy RBS Director)
 - Updates from residences, catering, security, wardens, and Students' Association
 - Actions: prepare update on Students' Association activities related to accommodation, field questions, discuss any residence related issues raised to you
- **AU Board**
 - 1.5 hours, roughly 7 times a year, chaired by Claire Peddie
 - Reporting on AUP and AU Treasurer work, discussing issues for the AU, overseeing strategic management of the AU
 - Actions: read agenda and papers, ask AU Pres any questions about items

- **Honorary Degree Committee**
 - 1.5 hours, quarterly, chaired by the Principal
 - Discussing Honorary Degree nominations, update on progress on approved nominations
 - Actions: read agenda and papers, do a little bit of background research on the nominees
- **Environmental Sustainability Board**
 - 2 hours, monthly (sometimes a workshop rather than a proper meeting), chaired by Sir Ian Boyd
 - Discussing the University's sustainability strategy and policies, discussing environmental issues and how the University can work to be more sustainable, updates from subgroups
 - Actions: read agenda and papers, prepare questions for discussions
- **ESB Student and Community Subgroup**
 - 1 hour, fortnightly, chaired by Abi Whitefield
 - Discussing community and student engagement in sustainability, discussing environmental projects, promoting the activities of students and community groups
 - Actions: read agenda and papers, possibly prepare a paper
- **Monthly meeting with Proctor**
 - 1 hour, monthly
 - Catch up with all of the sabbatical officers and the Proctor to discuss issues affecting the student body, progress on projects, updates on University and Students' Association business
 - Actions: N/A
- **OPTIC**
 - 1 hour, every three weeks (alternating with DoSDA and DoED)
 - Listening to updates from University Heads of Unit
 - Actions: read the agenda, provide an update from the Students' Association, and field questions
- **Catch-up with Ben Stuart**
 - Between 15 minutes and an hour, every other week
 - Talk with head of RBS about issues related to student accommodation, discuss accommodation fees, discuss upcoming events
 - Actions: N/A
- **WP working group**
 - 1 hour, every other month, chaired by Graham Kirby
 - Discussing widening access and participation, updates from admissions and registry, discussion of policies and strategy
 - Actions: read agenda and papers
- **Education Communication Group**
 - 1 hour, fortnightly
 - Discussing and commenting on upcoming communications, discuss policies and issues related to staff and students
 - Actions: read agenda and any draft communications posted in the Teams channel

One-off meetings

Regular

- Meeting with Union staff
- Meeting with individual students or student groups to discuss issues, campaigns etc
- Meeting with University staff
- Talking to Press
- Various working groups

Occasional

- Student project fund
- Presentations at staff inductions, student open days, bejant receptions
- Helping out with all building events, box office, Freshers' Week and Refreshers' Week

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 or social media)
- Preparing for meetings (e.g., reading papers, writing reports)
- Working on manifesto projects
- Reviewing and updating policies and strategy
- Collecting, analysing, and implementing student feedback
- Gathering information from committees
- Working on student campaigns
- Responding to press inquiries

One-off events/projects

High time commitment:

- Supporting Subcommittees and Societies
- Supporting on the union elections
- Handover preparation and delivery
- Dealing with anything super urgent or important that pops up (e.g. a pandemic, strikes, death of a senior royal)
- Supporting student campaigns

Low time commitment:

- Producing intro content about yourself and the President role

- Instagram takeovers
- Organising Catch-Ups/Check-Ins
- Graduation and other big events such as the Rector's Installation