

## **E21-02 Motion to update the Lifelong and Flexible Learners subcommittee structure and constitution.**

Owner: Sandra Mitchell, Lifelong and Flexible Learners Officer

In effect from: Immediately

Review date: April 2022

### **It is noted that:**

1. The current structure does not set out the roles and what those roles consist of.
2. The constitution as it stands now does not reflect the cohort of students that Lifelong and Flexible Learners have been supporting since its inception.
3. The constitution as it stands does not explain clearly what Lifelong and Flexible Learners do and what their aims and objectives are.
4. The current constitution does not include the use of digital platforms such as Microsoft Teams, social media or Zoom for meetings and the advertising of meetings.

### **It is believed that:**

1. Clearly defining the roles and responsibilities will allow for greater engagement, smoother running of the subcommittee and allow goals to be carried out effectively.
2. Clearly defining who we represent will allow for greater engagement within the Lifelong Learning community and provide the support to allow further inclusion within the wider student community.
3. Clearly defining our aims and objectives will improve engagement between Lifelong Learners, the subcommittee, the wider student community, and the Association.
4. Continuing the use of online or dual delivery for events and meetings will allow students who commute or have caring responsibilities to continue to be involved when previously they may have been limited. The advertising of events and meetings across these platforms will also allow for greater reach.

### **It is resolved to:**

1. Create new positions on the subcommittee which will allow for smoother running and allow more students to be involved if they so wish.
2. To update Chapter 10 of the Association Subcommittee Constitutions to remove the current Lifelong and Flexible Learners Constitution (Appendix A) and replace it with the proposed Lifelong and Flexible Learners Constitution (Appendix B)

### **Proposer**

Sandra Mitchell, Lifelong and Flexible Learners Officer

### **Secunder**

Ananya Jain, BAME Officer

Gavin Sandford, Director of Student Development and Activities

Amy Feakes, Charities Officer

## **Appendices**

### **Appendix A**

#### Chapter Ten: Lifelong and Flexible Learners Subcommittee

##### **1. Aims**

- 1.1. Have responsibility for areas concerning lifelong and flexible learners.
- 1.2. 'Lifelong Learner' is defined as anybody aged 21 or above at the start of their undergraduate academic journey, or who has joined the University through a non-traditional route.
- 1.3. Promote inclusivity of mature students, and be a social hub to allow mature students a platform where they can enter the University atmosphere and engage with the Association.
- 1.4. Oversee and communicate concerns raised by lifelong learners to the Association and University where appropriate.
- 1.5. Inform the SRC of policy affecting lifelong learners.

##### **2. Membership**

- 2.1. SRC Lifelong and Flexible Learners Officer (Convenor and Chair)
  - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association
- 2.2. Secretary
- 2.3. Treasurer
- 2.4. DoWell (line manager)

##### **3. Appointment**

- 3.1. The Lifelong and Flexible Learners Officer shall be appointed through the Association elections.
- 3.2. The following positions shall be appointed through an interview process:
  - 3.2.1. Treasurer
  - 3.2.2. Secretary
- 3.3. The interview panel shall consist of the incoming and outgoing Lifelong and Flexible Learners Officer, and the DoWell
- 3.4. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

##### **4. Meetings**

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be monthly during the academic year, and at other times if necessary.
- 4.3. All meetings shall be publicised in the commuter's room at the beginning of semester, and shall be open to all mature students.

## **Appendix B**

### **Chapter Ten: Lifelong and Flexible Learners Subcommittee**

#### **1. Aims**

- 1.1. Have responsibility for areas concerning Lifelong and Flexible Learners.
- 1.2. 'Lifelong Learner' is defined as a mature student over the age of 21 at the start of their academic journey, part-time students, students who commute, students with caring responsibilities (children or other), students on the evening degree programme, distance learning students, students returning from a break in education and students who have entered through other non-traditional routes such as Scottish Wider Access Programme (SWAP).
- 1.3. Promote the inclusivity of Lifelong Learning students within the wider student body and traditions. To be a social hub and point of contact to enable greater engagement with the University and the Association and to promote personal development through seminars and workshops.
- 1.4. Oversee and communicate concerns raised by lifelong learners to the Association and University where appropriate.
- 1.5. Inform the SRC of policy affecting lifelong learners.

#### **2. Membership**

- 2.1 SRC Lifelong and Flexible Learners Officer (Convenor and Chair)
  - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association
- 2.2 Secretary
  - 2.2.1 Responsible for taking minutes and managing the general admin for the subcommittee.
- 2.3 Treasurer
  - 2.3.1 Keeps track of the budget and spending
  - 2.3.2 Communicated with the Cash Office and the Sabbatical Line Managers regarding expenditure
- 2.4 DoWell (line manager)
- 2.5 Wellbeing Officer
  - 2.5.1 Responsible for managing Wellbeing issues particular to Lifelong Learning students including, but not limited to, students with children or other caring responsibilities.
- 2.6 Representative for Commuting Students
  - 2.6.1 Works with Townsend Society to raise awareness of any issues that that commuting students may come forward with, may also sit on Townsend committee.
  - 2.6.2 Work in conjunction with Lifelong and Flexible Learners Officer to seek resolution with the assistance of the Association for any issues that may arise.

## 2.7 Representative for Part-Time and Evening Students

2.7.1 To liaise with part-time and evening students and ensure they are represented and kept informed of relevant events.

## 2.8 Representative for Postgraduate Students

2.8.1 To ensure Postgraduate students from a non-traditional background or Mature Students who have taken a break from education have the opportunity to be included and represented.

## 2.9 Member for Events

2.9.1 Shall coordinate the organisation of social, personal development, and educational events as well as the promotion of them via email, Microsoft Teams, and social media.

## 2.10 Member without Portfolio

2.10.1 Tasked with helping other members of the committee with their responsibilities where required.

### **3. Appointment**

3.1. The Lifelong and Flexible Learners Officer shall be appointed through the Association elections.

3.2. The following positions shall be appointed through an interview process:

3.2.1. Treasurer

3.2.2. Secretary

3.3. The interview panel shall consist of the Lifelong and Flexible Learners Officer, and the DoWell/DoWell-elect.

3.4. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

### **4. Meetings**

4.1. All meetings shall operate as outlined in the Laws of the Association.

4.2. Committee meetings shall convene in some format (online, in person, or in a dual format) at least monthly during the academic year.

4.3. All meetings shall be advertised at the beginning of and regularly throughout each semester through social media, official Association channels, Microsoft Teams, and the commuter room. All meetings shall be open to all students.

### **5. Finances**

5.1. Expenditure is subject the Association Financial Cascade Policy whereby Sabbatical Officers/Staff must sign off before money is spent.