

# School President

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July - June, Part-Time, Voluntary

## **Aim**

The role of the School President is to represent undergraduate and postgraduate students within their School (or Department), and to improve communications and cooperation among students and staff, for the mutual benefit of both.

## **Key Responsibilities**

*What you will be doing:*

- Promote and provide leadership to the Class Representative system in the School
- Chair every Student-Staff Consultative Committee (SSCC) within the School and set agenda for all SSCC meetings in advance, in consultation with the Director of Teaching and the Class Representatives
- Run Class Representative Elections within the School with the support from the Director of Education
- Be the student representative at the School's Teaching Committee
- Attend every School Presidents' Forum, unless reasonable apologies are given
- Attend the Students' Association Education Committee unless reasonable apologies are given

*How you will be doing it:*

- Organize Class Representatives Forum within the School at least twice every semester to discuss upcoming issues and set the agenda for the SSCC meetings
- Be in regular contact with the Director of Teaching and other academic staff
- Send regular email updates to students within the School
- Collect and pass on student feedback through Class Representatives and other means
- Organise employability events with the help of the Careers Centre, the Careers Link in the School, and Class Reps
- Organise events to foster a sense of community between students and staff in the School together with the Class Reps

## **Useful Skills or Characteristics**

- Knowledge of and experience with the Class Rep or School President system
- Team working skills
- Organisational skills
- Good communication skills
- Ability to handle sensitive information confidentially
- Commitment

## **Skills you can expect to learn and develop**

- Develop confidence and communication skills
- Learn to negotiate with difficult people
- Increase organisational skills and flexibility
- Improve own time management skills
- Experience leadership of a small team
- Get a better understanding of the University and Higher Education in general

## **Expected time commitment**

On average, you will spend between 5 and 10 hours a week on the role. Some weeks will be more demanding than others.

## **Eligibility**

Only full-time undergraduate students who will be Honours students in the next academic year are eligible to stand for School President election. Students are only eligible to stand for the School from which they will graduate (according to their degree intention). All students who take credits within the School/Department are eligible to vote in the race for the relevant School President. Voting will be credit weighted.

## **Further Questions**

If you have any question about the role in general, please email Director of Education on [doed@st-andrews.ac.uk](mailto:doed@st-andrews.ac.uk). If you have a question about how it is to be a School President in a specific School/Department contact the current holder of the position (find their list on [yourunion.net/schoolpresidents](http://yourunion.net/schoolpresidents)).