

# School President

July-June, Part-Time, Voluntary

## Aim

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

## Key Responsibilities

- Organise, make the agenda for, and chair student-staff consultative meetings
- Attend relevant School committee meetings, such as the Teaching & Learning Committee, Equality & Diversity Committee
- Run the Class Representative elections for your School
- Line-manage, and meet regularly with, your Class Representatives
- Regularly meet with your Director of Teaching and other relevant staff
- Attend weekly Education Committee meetings and bi-semesterly School Presidents' Forums
- Send a weekly email to your School's students to update them on School and University affairs
- Be the point of contact for your School's students, including responding to emails and hosting office hours
- Collaborate with the Careers Centre, Careers Link, and other Presidents on internship and careers events
- Host regular events to support and enhance your School's community, such as Freshers' Week socials, revision events, and wellbeing events
- Encourage student turnout for the NSS, MEQs, and Teaching Awards
- Attend two mandatory training sessions
- Support the handover of your role to your successor, including creating a handover document
- Represent your School's students at required School, University or External Review panels

## Useful Skills or Characteristics

- Sustained commitment

- Knowledge of and experience with the Class Rep or School President system
- Proactivity
- Team working skills
- Organisational skills, including organising your time management
- Good communication skills
- Adaptability and flexibility
- Ability to handle sensitive information confidentially
- Problem-solving abilities

## Skills you can expect to learn and develop

- Develop confidence and communication
- Learn to negotiate with a host of different people
- Increase organisational skills and flexibility
- Improve your time management skills
- Experience leadership of a small team and working alongside a larger team
- Gain a better understanding of the University's and Higher Education's workings

## Expected Time Commitment

You will spend between 15 and 20 hours a week on this role. Please note that some weeks will be more demanding than others.

## Eligibility

Only full-time undergraduate students who will be Honours students in the academic year 2020-21 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 questions about the role in general, please email Director of Education at [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 2019-20 holder of the position (find their list on [yourunion.net/schoolpresidents](http://yourunion.net/schoolpresidents)).