



President

# **ROLE DESCRIPTION**

**GSA ELECTIONS  
2019**



**Graduate  
Students'  
Association**  
UNIVERSITY OF YORK

**YORKGSA.ORG/ELECTIONS  
#GSAELECTIONS**

# PRESIDENT

**START DATE** September 2019

**MINIMUM COMMITMENT** Full time - 37.5 hrs per week with some evening and weekend commitments.

**REMUNERATION** £18,500 per annum

## WHO CAN STAND FOR THIS ROLE?

All postgraduate students studying at the University of York may stand.

## WHAT DOES THE JOB ENTAIL?

The GSA Officers will work as part of a small, dedicated team to represent York's postgraduate students to the University and external stakeholders, ensuring the needs and views of postgraduates are considered in relevant decisions.

The role of the President specifically covers the representing of the membership to the University, as well as internal and external stakeholders. The President will act as the figurehead for the GSA and main point of contact for many stakeholders.

The President will lead on supporting the work of colleges and their postgraduate communities.

The President will be responsible for ensuring the employability offerings of the University are reflective of the needs and desires of postgraduate students. You will be expected to take a proactive approach to the role, including leading change through proposing new policy where needed.

The President will also be a Trustee of the Association and have significant, and shared, budgetary responsibility.

**PLACE OF WORK:** The Graduate Students' Association, The University of York, Heslington, York, YO10 5NG. The post may require some minimal travel within the UK.

**BENEFITS :** 30 days per year (pro-rata) holiday

**DURATION OF POST :** 1 year post, with possibility of extension for a 2nd year on election

# DUTIES

## GENERAL DUTIES

- To represent the views, needs and interests of postgraduate students at university and GSA committees
- To provide high levels of representation for all postgraduate students
- Provide feedback from postgraduate students for key stakeholders in the university, the local and national community
- To proactively engage in raising awareness of postgraduate issues by talking to students
- To research, create, write and propose policy or strategy
- To work collaboratively with other officers to represent the interests of all postgraduates
- To attend relevant University meetings
- To support the running of postgraduate welcome week and other relevant induction activities
- To support, promote and attend events run by the GSA throughout the year
- To be an active member of the GSA Council and other relevant GSA structures
- To provide a high level of constituent care, including being non-judgmental and open-minded approach to representation and support and being considerate of the views of others at all times
- To act as a responsible Trustee and Director to the organisation
- To act as a signatory on the GSA bank account and manage relative budgets in agreement with the CEO and other GSA officers
- To provide timely updates and feedback to all stakeholders, including postgraduate students, fellow officers, GSA staff and University staff as required
- To support, where required, relevant GSA student networks
- To co-ordinate, alongside other officers, campaigns undertaken by the GSA
- To signpost stakeholders to relevant services and provisions
- To act at all times as an ambassador for the postgraduate student body and for the GSA
- To actively uphold the principles of the GSA's Code of Conduct for officers
- To take an active role in the GSA's campaigns, activities and research
- To actively engage in the compiling of GSA led reports
- To support with the running of GSA led campaigns and events
- To attend university and other stakeholder events as an ambassador of the GSA
- To ensure proper preparation is made to represent students at university committees
- To write detailed handover notes for the next elected officer

This list is not exhaustive

# DUTIES

## **SPECIFIC DUTIES:**

- To be the recognised leader and spokesperson for the organisation and the membership
- To be the principal spokesperson for the GSA dealing with media enquiries
- To support the GSA Council with their activities (Council Chair and Colleges officer)
- To work closely with members of the University Executive Board as well as other stakeholders to ensure that all new policy and decisions are taken with an understanding of the postgraduates view and ensuring coherence on policy where possible
- To work with the University on the careers and employability opportunities available to members and ensuring that their needs are being met
- To be the lead officer for all matters relating to estates, campus development and accommodation
- Be responsible for overseeing the GSA's strategy and the development of the GSA
- Represents York postgraduates at all levels of the University, locally and nationally
- To ensure that regular GSA Council meetings are held according to the GSA's Articles of Association
- To communicate regularly with the University Executive Board about the work of the GSA
- To develop and lead on strategic GSA campaigns that are relevant to the membership
- To be proactive as a channel of communication to other officers, student members, GSA staff and University staff on GSA Policy and issues affecting students
- To be responsible for overseeing, reviewing and developing the democratic processes of the GSA such as the Articles of Association
- To proactively engage with the membership to determine the changing priorities of postgraduate students throughout the year
- Main representative to colleges and postgraduate committees in colleges
- To support the Universities recruitment and alumni activity

This list is not exhaustive.

## **TRUSTEE DUTIES:**

- To ensure the GSA complies with and fulfils its legal obligations
- To contribute to the development and implementation of the GSA's strategic plan
- To engage in collective decision-making regarding resources and finances of the GSA, ensuring financial stability
- To ensure that staff of the GSA are well-supported and supervised so that they may do their job efficiently and effectively
- To ensure that all decisions taken are in the interest of postgraduate students and will not harm the image or reputation of the GSA

This list is not exhaustive.