



## **Student Association President Role**

This role will enhance your ability to learn and develop new and existing skills. You will attend a number of training sessions in order for you to develop the skills required for this role. Your main aim is to represent the student body through a number of activities. You will have ongoing support and training to ensure that you are able to fulfil your role effectively, so please do not worry!

You will be expected to attend quarterly board meetings within the college which may take place in the evening (full training and support will be provided).

You will be working directly with your Student Association team in order to enhance the College experience for all West Lothian College students, supporting the other President and working together to ensure there is a strong student voice.

### **About the role as a Student Association President:**

#### **Representation**

- Your role is to represent all West Lothian College students
- You will work with and support the other members of the Student Association, which include the other Student President, Executive Officers, Ambassadors and any other Student Association members.
- You will ensure that there is student representation at all internal and external meetings.
- You will be a vital member of the Student Association Executive Team. This team makes decisions based on feedback that has been collated from Students and the overall direction of the Student Association.
- You will promote a holistic learner experience (this means a well-rounded overall College experience and support all students)
- You will have a main focus on the student Learning and Teaching student experience, which includes our SPARKLE survey and representing the student voice.

#### **Executive Officers and Ambassadors**

- You will promote, encourage and inspire students to apply for elected Executive Officer opportunities.
- You will promote, encourage and inspire students to apply for Ambassador roles, which will include leading a short selection and interview process
- You will lead training sessions where appropriate and/or work with the development officer to achieve this.
- You will ensure all ambassadors attend training and have ongoing support whilst participating in these roles.



- You will ensure that regular meetings and open surgeries are available for students and ambassadors.
- You will ensure feedback is recorded and logged in line with West Lothian Colleges Data Protection policy
- You will ensure that all information shared with the Student Association team is treated with utmost confidence and not shared without permission.

### **Meetings**

You will lead and attend a variety of meetings on a weekly monthly and quarterly basis. These meetings will include working with your Student Team, Board members, Senior Managers, Managers, Lecturers, Support Staff and Students.

Meetings you may attend will include:

- Committee meetings
- Board Meetings
- Meetings with your Executive team
- Meetings with Students and faculties
- Meetings with other Student Association members
- Meetings with NUS and SPARQS
- Meetings with the Development Officer and the Head of Quality, Student Support and Learning Resources

During these meetings you will be expected to speak and represent the views of Student body.

### **Reports and Administration**

- You will be required to assist in writing reports and regular updates on Student Association activity which include quarterly reports. These reports will be communicated with The Board of Governors, students and other committees
- You will be required to document student activity which include evaluative activity, feedback, proposals and complaints

### **Events, Projects and Campaigns**

- You will manage and participate in a variety of projects and events that positively benefits the student population. These include Fresher's Fairs, Health and Wellbeing events and fairs and the creation of an annual calendar of events
- You will collate data for a number of purposes to ensure activities are in the best interest of the students
- You will promote and coordinate cross college activities and events where appropriate on the Student Association media channels



### **Support for Students**

- You will support students on a variety of aspects of College life and signpost them to relevant College and third-party services where appropriate.
- You will support students with complaints and assist in trying to resolve them informally where appropriate.

**It is not your responsibility to deal with any safeguarding or personal issues. Please ensure that you signpost to relevant trained staff**

### **Health, Wellbeing and Equality**

- You will treat all students and other team members with respect and dignity regardless of age, gender, sexual orientation, ability, disability and ethnicity
- You will provide students with support mechanisms whilst at College which include internal support, signposting and awareness raising events.
- You will promise to take time to make sure that their own Health and Wellbeing needs are being met.
- You will ensure that confidentiality and dignity of students is respected at all time

**Skills you will need for this role** *(please ensure you have these essential before nominating yourself)*

- Communication Skills
- Problem Solving Skills
- Digital literacy in Microsoft Office packages
- Report writing skills
- Social media experience eg creating Facebook posts
- Leadership skills
- Meeting Skills, attending and effectively contributing to meetings
- Professionalism – ensuring confidentiality, data protection and other essential policies are followed to ensure student safety and protection

Objectives are agreed as part of the regular Student Association planning and self-evaluation cycle.

You will be supported by the Student Association Development Officer and regularly work in partnership with College staff, so you can ensure there is a strong and effective Student Association.



**STUDENT  
ASSOCIATION**  
WEST LOTHIAN COLLEGE

West Lothian College Student Association commits to support a culture and environment which promotes health and wellbeing for all

The purpose of this document is to indicate the general level of responsibilities of the post. The list is not exhaustive but serves as a guide. You will have an opportunity to continually enhance and develop the Student Association and yourself.

Both Student Association Sabbatical Presidents will commit to 35 hours per week remunerated (supported by a cost of living payment) from xx June 2022 until xx June 2024, which will be paid monthly and administered by West Lothian College.

Full written commitment must be confirmed upon election of the position. Failure to comply with Student Association agreed terms may result in termination of position and remuneration as per the Student Association constitution. You will be required to attend three events over the summer and attend handover sessions in order to support you and your journey.

Please note: You will not be an employee of West Lothian College. You have been elected into the role of Student President, by a democratic student vote and

therefore, once you provide written confirmation of acceptance of the position you must adhere to West Lothian College Constitution, Code of Conduct and SA Complaints Procedure.

Your role will also involve working in partnership with West Lothian College and therefore it is essential that you agree to adhere to the following West Lothian College policies in order to protect you, staff and students:

- Email & Computer Network Responsible Use Policy
- IT Security Policy and IT Acceptable Use Policy
- Smoking Policy

In addition, you will also agree to undertake the following training, to support you with your role. Please note there will be no cost for this.

- Equality & Diversity
- Mental Health and Wellbeing
- Data Protection and Confidentiality
- Safeguarding and Counter Terrorism
- Health and Safety
- External training, for example; That's Quality, NUS Lead and Change and CCard, Scottish Mental Health First Aid Training and any others deemed appropriate