

DEMOCRATIC PROCEDURES OFFICERS (X4) (PART TIME)

Role Overview:

Part Time Officers are students who have been elected by the membership to work on a voluntary basis. The Democratic Procedures Officers work to ensure The Student Unions' democratic systems are engaging and inclusive. They propose changes to the democratic systems based on student feedback and ensure they are conducted in accordance to the Bye-Laws.

KEY RESPONSIBILITIES

- To be a member of and regularly engage with the Democratic Procedures Officers meeting.
- To chair the Students Council meetings that typically take place three times in an academic year.
- To regularly obtain feedback from students about how they engage and how they would like to engage with The Students' Union's democratic processes.
- To maintain your individual email account, replying to emails and queries as and when they come in within a reasonable time.
- To attend and actively encourage students to be involved with the democratic and election processes of The Students' Union.
- To ensure Student Ideas are conducted fairly and monitor discussion on Ideas.
- Uphold the core values of The Students' Union and be an ambassador for The Students' Union.
- To write proposals for improvements to Bye Law 6 (if you deem it appropriate) based on student feedback and take them to The Students' Union Executive and Student Council Meeting for approval.

WHAT YOU'LL GAIN FROM THE ROLE

- Gain an in-depth knowledge of the workings of The Students' Union and University.
- Training and personal development opportunities tailored to the individual role.
- Meetings and 1-2-1 support with The Students' Union staff.
- Practical real-life experience.
- A reference for future employers.

ELIGIBILITY INFORMATION:

- You must be a registered student (undergraduate or postgraduate) of UWE Bristol in order to nominate yourself for this role.
- You must also be a registered student in your term as a Democratic Procedures Officer.
- The term of the role for the academic year 2025/26 will begin July 2025 and end June 2026..

To find out more about this role email suelections@uwe.ac.uk or speak to the current PTO team.