



Accountability and Scrutiny Chair

Role Description

Term of Office:

End of Spring term 2023 to the end of Spring term 2024

Eligibility:

The post-holder should be a student who:

- Does not have a Union Office position during their potential term of office or at the point of election (e.g. a role requiring a cross campus vote).
- Is not eligible to be a member of the Union's Ideas Forum (see the [Developing Policy by-law](#)).

There are no criteria or previous experience needed for the role however the position is suited towards the students with the following interests and skills:

- Good organisation, communication and listening skills.
- Attention to detail and an ability to deal with complex matters with sensitivity, confidentiality and accuracy.
- Some experience of student consultation, analysing information and report writing would be beneficial.

Key Responsibilities:

- To aid the transparency and accountability of Officer decision making, by facilitating dialogue between students and officers through:
 - Hosting termly meetings Q&A sessions with Officers for all students to attend.
 - Chairing the Union's annual general meeting (AGM).
 - Providing a termly report to students.
 - Providing an annual report to the Union's Board of Trustees.



- Should any issues with an Officer's conduct arise, you will follow YUSU's democratic processes to hold Union Officers to account on behalf of the students, supported by staff.
- To work with staff who will support the implementation of democratic processes.
- Should a campus wide referendum take place, you will chair the Referendum Debate between the two campaign teams.
- To chair the new Accountability and Scrutiny Panel. The Panel will comprise the chair plus four students selected at random on a termly basis, as required.
- To uphold YUSU's democratic principles and act in a fair way with the highest standards of personal integrity.
- Actively communicate with the students you represent, tell them what you are working on, as appropriate, and find out their views and needs in relation to accountability and transparency.
- Act as a responsible representative of YUSU when interacting with the media and other organisations, behaving in a manner which maintains the good reputation of the Union and the office to which you have been elected.
- Encourage students to speak up about their ideas and experiences by getting involved in the democratic and representation parts of the Union (e.g. elections, referendums and YUSUggestions).
- Encourage students to benefit from YUSU's social and support activities (e.g. societies, sports, Advice & Support).

Opportunities

- To gain experience in leadership and teamwork, which will benefit your future employability.
- To develop your communication, interpersonal and negotiation skills.
- To support the democratic principles of the Union by ensuring elected representatives are acting in the students' and YUSU's best interests.
- To benefit from any training relevant to your role.
- A chance to have your hard work and campaigns will be highlighted through YUSU's social media and website.



- To be a member of the friendly and inclusive YUSU team.

Support

As students who volunteer your time to create positive change for the students of York, our ambition is that you will feel supported, respected and proud to be part of YUSU. You will be supported by YUSU's Student Voice Team, who will help you with delivering your role and ensuring that you have the relevant tools, training and opportunities for reflection on your development.

Time commitment

This is a voluntary role where the average time commitment is 5 hours per month. Hours may be more or less, dependent on the democratic cycle. The post-holder should balance the expectations of the role with the other commitments and shall have the support of the Union in doing this.

If you have any questions about this role please email elections@yusu.org