

University of Birmingham Dubai Students' Association Student Leaders Role Descriptors

1.1 The Dubai Student Leader roles shall be:

- President
- Activities Leader
- Communications and Events Leader
- Education Leader
- Postgraduate Leader
- Welfare Leader

1.2 General Guidelines on Student Leaders

- 1.2.1 All Student Leaders have a responsibility to represent the needs of all Full Members at the University of Birmingham Dubai campus.
- 1.2.2 All Student Leaders must act in the best interests of the Students' Association at all times.
- 1.2.3 All Student Leaders shall take an active role in leading, organising and promoting Students' Association campaigns.
- 1.2.4 The positions and remits of all Guild Officers shall be reviewed on a regular basis.
- 1.2.5 All Student Leaders shall adhere to the Dubai Code of Conduct at all times.

1.3 Duties of Student Leaders

- 1.3.1 It is expected that all Student Leaders perform duties relevant to the role of a Student Leader at the University of Birmingham Dubai Students' Association. These shall include but are not limited to:
 - Promote the work of the Students' Association by participating in Association-organised activities
 - Work to ensure communications, events and activities run by the Association are accessible and inclusive to all students
 - Work as a team with other Student Leaders to campaign on key student issues
 - Work with other students, University staff and stakeholders to collaborate and negotiate on initiatives that affect Dubai students
 - Attend the University of Birmingham Dubai Student Forum
 - Represent University of Birmingham Dubai students at relevant meetings
 - Proactively seek feedback from the student body on key issues and areas of work
 - Involvement in making relevant decisions regarding the resources of the Students' Association as required.
 - Inspire and empower fellow Leaders and students to make decisions, run campaigns and events and represent themselves and their peers

1.3.2 Meetings

- Attend Student forums with Guild (four meeting in one Academic year)
- Attend Strategy meetings with Chief Operating Officer and Deputy Director (three meetings in one Academic year)
- Attend meetings with Provost
- Attend bi-weekly meetings with Student Experience and Wellbeing Manager

1.3.3 President

As Chair of the Student Forum, the President shall act in a leadership role and be responsible for supporting each Student Leader in their role. The President is also responsible for ensuring the effective co-operation and communication within the Student Leaders team, mediating any disputes when they arise.

The President shall:

- Ensure the Students' Association maintains positive working relationship with University of Birmingham Dubai Staff and other external partners
- Be the principle student representative and spokesperson for all University of Birmingham Dubai students
- Proactively seek feedback from students to identify the key student issues and support required
- Empower students and the Student Leaders team to campaign for their needs
- Lead the Student Leaders team, ensuring that activities are planned, campaigns are run and academic and wellbeing needs are being met
- Chair the Dubai Student Forum
- Attend regular meetings with the University of Birmingham Dubai Leadership team
- Maintain contact with the Guild of Students through regular meetings and keeping up to date with relevant campaigns and issues that may be relevant to Dubai based students
- Ensure the Students' Forum provides a report to the Guild of Students Engagement Committee at least once per semester
- Work with University of Birmingham Dubai staff to recommend approval of funding for student led activities and events

1.3.5 Activities Leader

The Activities Leader shall:

- Actively work to improve student experience with the aim of creating a vibrant and cohesive student community
- Coordinate with clubs to ensure that students' social needs are being met through activities and that clubs are being run in an appropriate manner in line with guidance
- Work with University of Birmingham Dubai staff to host and promote awareness of club and Association events

- Support students to run events by utilising frameworks provided by the Students' Association on student-led activities and events
- Be responsible for ensuring the smooth integration of the Dubai campus clubs with the Guild of Students
- Develop and organise relevant activities for Dubai students through the Students' Association
- Work with University of Birmingham Dubai staff to recommend approval of funding for student led activities and events

1.3.6 Communications and Events Leader

The Communications and Events Leader shall:

- Work with Students' Association staff and students to carry out events, campaigns and communications effectively
- Work closely with students and other Student Leaders to ensure events and campaigns are effectively communicated to other students, staff and external stakeholders
- Be responsible for identifying budgetary solutions for event delivery
- Be the key contact for students who volunteer to support the Student Association with events and other tasks
- Work with University of Birmingham Dubai staff and the Guild of Students to ensure that communications and campaigns are appropriate; sharing information on upcoming campaigns and communications where appropriate
- Set up, manage and utilise communication channels for Students' Association events that are accessible and engaging for students, such as social media, poster campaigns, etc

1.3.7 Education Leader

The Education Leader shall:

- Be the lead representative for academic issues raised by students to the University of Birmingham Dubai
- Liaise with the other Student Leaders where student activities or wellbeing may impact academic engagement, or academic commitments impact engagement with student activities
- Work closely with Student Representatives to gather student academic feedback and support in reaching solutions, and provide clear communication on ongoing matters
- Work with University of Birmingham Dubai staff to proactively address student academic concerns
- Attend the Education Committee as the representative for students, raising academic concerns

1.3.8 Postgraduate Leader (who would be expected to be a postgraduate student)

The Postgraduate Leader shall:

- Be the lead representative for postgraduate students at the University of Birmingham Dubai
- Liaise with the other Student Leaders to ensure activities, policies and wellbeing initiative are inclusive of taught and research postgraduates
- Work closely with Student Representatives and the Education Leader to ensure postgraduate academic feedback is addressed and to support in reaching solutions
- Provide clear communication to postgraduate students on ongoing matters affecting their experience
- Work with University of Birmingham Dubai staff to proactively address postgraduate concerns
- Attend the Education Committee as the representative for students, raising academic issues faced by postgraduates

1.3.9 Welfare Leader

The Welfare Leader shall:

- Raise student concerns on issues of wellbeing and safety with University of Birmingham Dubai staff and relevant external stakeholders
- Work closely with other Student Leaders to run events to build a student community, with student wellbeing in mind
- Proactively seek feedback from students on issues of wellbeing and safety, with an aim to improve experience in these areas for all students
- Raise awareness of mental health and wellbeing concerns and initiatives for students so they are aware of where they can access support
- Work closely with University of Birmingham Dubai staff to implement improved student wellbeing and safety policies – in particular the Student Experience and Wellbeing Officer(s)

1.3.10 Vice President

From the Student Leaders group, a Vice President will be elected during their term, as outlined in the election regulations (*the election of the Vice President will occur during the first Student Forum of the academic year, with hustings taking place for any Student Leader who wish to nominate themselves for the role. Attendees of the Student Forum (as agreed in the Student Forum ToR) will vote for candidates*).

The Vice President will continue with their substantive portfolio duties and in addition;

The Vice President shall;

- In the absence of the President, undertake delegated duties of the President and Co-chair the Dubai Student Forum
- Work closely with the President to help manage activities and events taking place to ensure oversight by the Student's Association
- Proactively seek feedback from students to identify the key student issues and support required