

Role: Accountability and Scrutiny Chair

Term: Autumn term 2020 to the end of Spring term 2021

About the role:

The role of Accountability and Scrutiny Chair is a new elected position introduced as part of YUSU's changing approach to policy development and accountability. The postholder will ensure that relevant democratic processes are followed in relation to holding elected Office Holders to account.

Under the previous model, the elected Policy Coordinator and appointed Policy Review Group had oversight of both policy and accountability, but the demands of the role meant time was spent disproportionately on the policy process aspect of the brief. It is hoped that this split will enable enhancements to both elements of YUSU's democratic activity and a stronger focus on both policy and accountability, to improve transparency and accessibility.

This is a non-political role. As such, rather than a traditional manifesto, candidates will be asked to provide a statement setting out their skills and suitability for the role, as well as their vision for enhancing democracy and representation within YUSU, with a specific focus on transparency and oversight of the political activity of Officers.

Eligibility:

- The Accountability and Scrutiny Chair should not hold elected Union Office during their term of office or at the point of election (e.g. a role requiring a cross campus ballot).
- Candidates should not seek election to the Chair role simultaneously with another Union Office requiring cross-campus election.
- The postholder should not be eligible to be a member of the Union's new Ideas Forum (see the [Developing Policy by-law](#)).
- Those standing should be students continuously during their term of office.

Key Responsibilities:

- To follow YUSU's democratic processes to hold Union Officers to account.
- To uphold YUSU's democratic principles and act in a fair way with the highest standards of personal integrity.
- 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 support transparency and accountability for decision making and encourage constructive and professional debate, dialogue and feedback with Officers by:
 - Hosting termly meetings with Officers.
 - 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.
- To work with staff who will support the implementation of democratic processes.

- To connect and 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 Student Members and YUSU as a whole 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 Student Members to get involved in the democratic and representation functions of the Union (e.g. elections, referendums and the policy development process, via YUSUggestions)
- Encourage Student Members to benefit from YUSU's social and pastoral activities (e.g. societies, sports, Advice & Support)
- To be accountable to Union members under the Accountability bye-law.

Opportunities:

- To gain experience in leadership and teamwork.
- To develop your communication, interpersonal and negotiation skills.
- To support the democratic principles of the Union by ensuring elected representatives are acting in YUSU's best interests.
- To benefit from any training relevant to your role.
- To be a member of the friendly and inclusive YUSU team.

Previous experience

No previous experience is required but the following skills and experience would be beneficial for candidates:

- Candidates should be well organised.
- Candidates should have excellent communication and listening skills.
- Candidates should have good attention to detail and an ability to deal with complex matters with sensitivity, confidentiality and accuracy.
- Some experience of student consultation and engagement would be beneficial.
- Some experience of report writing and presenting information to different audiences would be beneficial.
- Some experience of analysing information and providing recommendations based on that would be beneficial.

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 support you with delivering your role and ensuring that you have the relevant tools, training and opportunities for reflection on your development.

Time commitment:

- 5 hours per week - Hours may be more or less dependent on the democratic cycle.