CONGRATULATIONS ON BECOMING A SCHOOL PRESIDENT...

You join a team of students representing each of the 20 schools across UCLan. As School President you are elected as the lead student voice on all academic matters within your school. By working with Course Reps, students and senior management you will gather and communicate student feedback to create positive change.

This handbook is designed to provide you with everything you need to know to help you be a successful School President.

WHY DO WE HAVE SCHOOL PRESIDENTS?

As a School President you sit between Course Reps and the Education Officer allowing feedback to be channelled so that it is passed on to the most appropriate person.

You also support the Education Officer with strategic academic matters across the University by working locally with school management, and providing the understanding and insight that comes with being based within the school you represent.
Hi there! I'm Tasmia and I will be your Education Officer for 2016/17! I work with the Advice and Representation Centre to ensure everyone has a positive, representative and fulfilling academic experience here at UCLan. I am the lead officer for both Course Reps and School Presidents responsible for their recruitment, training, support and recognition.

As School Presidents, you are the most senior level of academic representation and act as the main voice for students’ opinions and needs within your respective school at UCLan. This enables you to organise campaigns and enact positive change to help make the lives of students better. Your role also allows you to hold me to account at Academic Forums which will occur at least 3 times a year.

I will also be available if you want to have a catch-up, so drop me an email anytime. I am really looking forward to working with all of you in the coming year! Roll on September!

Hey everyone! As the Academic Representation Co-ordinator at UCLan Students’ Union, I am here to support you in your role as School President so please feel free to pop in for a chat or email us any time! I am here to advise and guide you through your year as a rep as well as to develop the Course Rep system overall. Keep in touch with all the great work you are doing in your schools!

I look forward to working with you all!

**YOUR DEDICATED SUPPORT TEAM**

**Tasmia Salim**
Education Officer 2016/17

*Email:* sueducation@uclan.ac.uk

*Phone:* 01772 894855

Sarah Thompson – Academic Representation Co-ordinator

Tasmia Salim – Education Officer 2016/17

Martin Dodd – Advice & Representation Manager

*Email:* coursereps@uclan.ac.uk

*Phone:* 01772 894880
what do school presidents do?

training and meetings

- **Attend meetings and events provided by the Students’ Union** including; training and induction, Academic Forum and Students’ Council to discuss matters relating to your school and hold the Education Officer to account.

- **Chair Staff-Student Liaison Committees** within your school with the help of the Academic Support.

- **Meet with school management and attend University committees** to put forward the views of students within your school.

engaging with course reps and students

- Ensure students and Course Reps within your school **know who you are**, by attending networking events.

- **Communicate** with Course Reps and students in your school and **close the feedback loop**; organise at least one go out and listen/talk each term to gather feedback and report back on the outcomes of any meetings you have attended.

- **Support, empower and work in partnership** with students, Course Reps and staff to raise feedback and create shared solutions.

campaigning and signposting

- **Organise education campaigns** where identified to improve the student experience. This could also include getting involved with campaigns the Education Officer is running.

- **Refer** any student with personal problems to the most appropriate Students’ Union or University service. (see page 16)
WHY BE A SCHOOL PRESIDENT?

- The opportunity to create positive change in your school.
- Recognition through the Union volunteering award scheme (i.e. Livesey Award).
- The opportunity to develop key skills that will benefit you on your course, in your role and future employment.
- Fun networking and social events throughout the year to make friends, share ideas and discuss matters affecting students.
- End of year recognition in the form of a certificate and awards evening to celebrate Union volunteers.

WHAT SUPPORT IS AVAILABLE TO YOU?

- Helpful resources including factsheets, support guides and regular communications to provide on-going development and support.
- Regular advice and support from the Education Officer and Academic Representation Co-ordinator.
- Access to additional skill sessions through the Union’s training programme.
YOUR COLLEAGUES

Don’t forget as well as being elected to represent your school you are part of a much wider team. In total there are 20 schools across the University each with an elected School President position.

Remember issues can often extend or link to other schools, so building up a strong relationship with those particularly within your college or with linked courses can be a valuable asset.

Below is a breakdown of School Presidents for the current academic year by college and school.

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<td>School of Physical Sciences &amp; Computing</td>
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<th>College of Culture &amp; The Creative Industries</th>
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<td>School of Art, Design &amp; Fashion</td>
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<td>School of Journalism, Media and Performance</td>
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<tr>
<td>School of Language and Global Studies</td>
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<td>School of Humanities and the Social Sciences</td>
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**WHERE DO SCHOOL PRESIDENTS FIT IN?**

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<th>UNIVERSITY</th>
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<tr>
<td>Students are represented at University committees by the Student Affairs Committee (SAC).</td>
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<table>
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<th>COLLEGES</th>
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<tr>
<td>Students are represented at College Committees by the relevant School Presidents for that college. Each of the 20 schools group into one of five colleges.</td>
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<th>SCHOOLS</th>
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<tr>
<td>Courses are grouped by subject areas into one of 20 schools. School Presidents act as the lead representatives for Course Reps and students within their school as well as chair Staff-Student Liaison Committees within their school.</td>
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<th>COURSES</th>
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<tr>
<td>Students are represented at Staff-Student Liaison Committees once per semester by an elected Course Rep. Each year of each undergraduate or postgraduate taught course is represented by at least one Course Rep.</td>
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</table>
STUDENTS’ COUNCIL

Students’ Council is the highest decision making and policy setting body of the Students’ Union.

ACADEMIC FORUM

Academic Forum is a regular meeting, which receives updates on the work of the Education Officer, discusses matters relating to academic course of study, and consider the structure and performance of the academic representation system.

STAFF-STUDENT LIAISON COMMITTEES

Staff-Student Liaison Committees are a termly meeting between Course Reps and academic staff to discuss feedback from students and to negotiate shared solutions.
ACADEMIC FORUM

Academic Forum is a regular meeting which receives updates on the work of the Education Officer, discusses matters relating to academic course of study, and considers the structure and performance of the academic representation system. It’s made up of all 20 School Presidents and is attended by the Education Officer.

It meets no more than three times per year and is open to all students who are welcome to speak but cannot vote. At the first meeting each year a chair and deputy Chair is elected from the School Presidents present.

Make a note of the meetings scheduled for the current academic year below:

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STUDENTS’ COUNCIL

Students’ Council is the highest decision making and policy setting body of the Students’ Union. It’s made up of an elected chairperson, elected student representatives and all School Presidents. The Student Affairs Committee also sit on the Council and have voting rights.

It meets no more than three times per year and is open to all students, who are welcome to speak but cannot vote. Items for discussion must be submitted via the ‘Your Big Ideas’ area of our website (www.uclansu.co.uk/yourbigideas) and receive a total of 50 votes with a majority in favour to be taken forward to Council or the most relevant person. Any petition that receives at least 250 likes will be referred for referendum.

Items referred require a simple majority to be decided and if agreed, policies shall remain as policy of the Union for 3 calendar years.

This year the meetings are scheduled for the following times:

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GATHERING FEEDBACK

As a School President it is essential that you communicate with students and staff when gathering and raising feedback.

Follow the feedback chart below as an example of how to effectively gather feedback:

1. **Gather feedback** – Communicate with students within your school and identify key comments and feedback they want to raise. You can do this a number of ways including face-to-face, by email and via social media amongst many others.

   Remember the engaged groups (such as Course Reps) you can utilise, but remember to ensure feedback is representative of the demographics and courses within your school.

2. **Build evidence** – You should always evidence the feedback you have received whether by using comments, data, statistics, reports, University policy or practice from elsewhere.

3. **Engage and suggest solutions** – You then need to raise the feedback to the most relevant staff member.

   Remember to suggest solutions to the feedback, a students’ perspective will focus on a positive outcome and you are more likely to have ideas that staff may not have considered.

4. **Feedback to students** – Finally you can feedback to students within your schools the outcome of what you do, remember that you are representing them! You can use many of the methods you used to ‘gather feedback’ to ensure responses and actions are fed back.
STAFF-STUDENT LIAISON COMMITTEES (SSLCS)

What is an SSLC?

Staff-Student Liaison Committees (or Staff-Student Liaison Meetings) are the formal mechanism for Course Reps to communicate feedback to staff and engage in finding collective solutions. As a School President you will be responsible for chairing for these meetings, it is a great opportunity for you to empower your Course Reps and help mediate a solution to any feedback raised.

Who attends SSLCs?

- Academic Staff
- School President (chair)
- Academic support for School President
- Admin staff
- Course Reps

If you are unable to attend an SSLC, please let us know as soon as possible by contacting coursereps@uclan.ac.uk so that we can arrange cover.

KEY TO SUCCESSFUL SSLCS IN YOUR SCHOOL

- Encourage Course Reps to attend their SSLCs and to prepare for them by gathering feedback from students on their course.
- Encourage Course Reps to send you their completed feedback forms in advance of meetings (see next page) so you can use it to set the agenda
- Raise awareness in your school of when SSLCs are going to take place; publicising the meeting to students in the school is a good way to engage them in giving feedback as well as to encourage follow up after meetings.

SSLC FOLLOW UP

One of the biggest challenges we face is closing the feedback loop. How do students know what the outcomes of SSLCs are? If we can get that message across to students, they will be more likely to engage in the process in the future.

To communicate the outcomes of meetings back to students, you could;

- Utilise social media and shout about your successes!
- Email students in the school (you would have to liaise with your relevant hub to do this)
- Talk to students/encourage Course Reps to talk to their course mates
- Create leaflets/posters
The University has produced a document for Course Reps to use when gathering feedback. They should submit their feedback forms to you ahead of SSLCs so that you can create an agenda that reflects what Reps want to talk about. The full form can be found on the Course Rep Resource Hub (www.uclansu.co.uk/coursereps/resourcehub).

### FEEDBACK FORMS

**TEACHING AND LEARNING**

- What do you think of the quality of teaching on your course?
- Do the range of teaching methods used challenge and inspire you?
- What proportion of your course should be split between lectures, tutorials, labs (where appropriate) and independent study?

**LEARNING AND RESOURCES**

- Are the classrooms/labs/specialist rooms/lecture theatres appropriate for your learning?
- Does the material and information on Blackboard enhance learning?
- Have you received a clear reading list and does it help your learning?

**ASSESSMENT & FEEDBACK**

- Do you receive both ongoing (formative) and final (summative) feedback on your work?
- Is the feedback you receive timely, useful and comprehensive?
- Do you understand the criteria and methods for assessment?
- Is information given on plagiarism? Is it useful?

**ORGANISATION AND MANAGEMENT**

- Did you receive a clear timetable?
- Is there clear communication between students and the module leaders?
- Do you have a clear understanding of who is responsible for organising and managing the module/course?

**STUDENT SUPPORT**

- How accessible is support when you need it?
- Do you feel comfortable to approach staff for support?
- Have you met with your academic advisor?
- Do you know where to go do advice on personal issues?

**EMPLOYABILITY**

- Are activities aimed at enhancing your employability clearly identified in your programme?
- Are there opportunities for volunteering as part of your programme?
- If there are placements included I your programme
- Are you given sufficient notice of when and where your placements will be?
- How confident and prepared do you feel to start your placement?
- Do you have access to mentor/support and guidance for placements?
CHAIRING MEETINGS

The Role of the Chair

A strong chair is needed in order for an effective meeting to occur. It is your responsibility as chair to keep the meeting focussed and to ensure that all attendees’ voices are heard and respected. It is important for you to remain impartial, moderate the debate and facilitate clear decision making.

5 Top Tips for Chairing Meetings

● Prepare: Make sure you have read through and understood the agenda for the meeting beforehand and have a chat to Course Reps to see what feedback they are going to raise.

● Be assertive and confident: it is important that you have control of the meeting. If one person’s voice is dominating conversation, don’t be afraid to bring others in. Similarly, make sure to move on to other topics that need to be discussed, otherwise you will not get through the whole agenda.

● Balance the conversation: it is important to make sure that everyone has the chance to speak in meetings. It can be daunting for Course Reps to speak openly to academics, so it is important that you encourage and empower them to be confident to do so. A good tactic is to find out beforehand what they would like to discuss and ask them a question about that at a relevant time during proceedings.

● Stay on relevant topics: sometimes Course Reps may bring up feedback at SSLCs that would be more appropriate in other settings or at other times.

● Ensure everyone is clear on actions: your job is also to facilitate the making of decisions and clear actions going forward. For example; listen to all viewpoints and pull them together with a summary statement for members to agree on. Assign the action to a specific and relevant person.

Remember to stay impartial and be confident in your abilities!
College Committees are a structure of committees designed to reflect the new college structure, allow for greater standardisation in governance arrangements across schools and improve the two way flow of information between schools and the University committees.

Each college has its own Academic Standards and Quality Assurance Committee (ASQAC) and Student Experience Committee (SEC) both of which are attended by relevant School Presidents from each college.

Each committee is chaired by the Executive Dean for each college and meets three times a year in autumn (Sept/Oct), spring (Jan/Feb) and summer (May/June).

**Academic Standards and Quality Assurance Committee**’s purpose is to maintain and improve processes and procedures in relation to Academic Standards and Quality within the college and the wider institution in line with relevant University strategies.

Make a note of the meetings scheduled for the current academic year below:

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**Student Experience Committee**’s purpose is to maintain and improve the experience of students within the college and wider institution in line with relevant University strategies.

Make a note of the meetings scheduled for the current academic year below:

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Further information can be found in the College Committees Guide for School Presidents.
HOW TO MAKE THE MOST OUT OF MEETINGS

As a School President you will be expected to attend a number of Union and University meetings to represent the views of students within your school.

In order to make the most of these meetings a bit of forward planning and though is always helpful so make sure you try to commit a bit of time to prepare in advance by following our top tips:

- **Prepare** – Think about what you wish to raise in the meeting. Make sure you read any paperwork where it is provided and wherever possible raise feedback prior to the meeting.

  Think about what you wish to raise in the meeting. Make sure you read any paperwork where it is provided and wherever possible raise feedback prior to the meeting.

- **Consult students** – Consult and gain feedback from the students you represent to take to your meetings by speaking to Course Reps and students within your school.

- **Introduce Yourself** – Make time to get to know other School Presidents within your college and key staff members, this can prove useful in the long-term and makes following up on matters or closing the feedback loop that little bit easier.

  **Ask questions** – Don’t be afraid to ask questions or clarify points you are unsure of. This can be a useful way of contributing – staff will not presume you know everything.
WHAT SHOULDN’T SCHOOL PRESIDENTS DEAL WITH?

As a School President the feedback and issues raised by students will be varied. However it is important to recognise your limits as a representative and when you should sign-post students onto other support services.

Examples of issues you **should** be dealing with include;

- Teaching resources – e.g. availability of lecture rooms and facilities/books and electronic resources
- Teaching methods – e.g. the variety of learning environments and methods used.
- Course content and structure - does delivery match what is in the course handbook?
- Hidden course costs
- Communication between all relevant stakeholders – e.g. staff and students

Despite any experiences you may have in dealing with student’s personal issues it is important that you remember that your role is solely to campaign for change, gather feedback and represent the view of students.

School Presidents **should not** be dealing with issues such as;

- Personal issues relating to finance, funding, health, housing or employment of students.
- Academic issues including disputes or complaints about staff, appeals or disciplinaries.

We always recommend where you are unsure if you should be dealing with a particular matter that you refer it to the most appropriate service (see next page).
SUPPORT SERVICES

To support you in referring students the most appropriate service we have highlighted some useful services below.

For free, confidential and independent advice on academic matters (appeals, disciplinaries, plagiarism and complaints), housing and accommodation, money and finance, health and wellbeing, and employment;

**Students’ Union Advice and Representation Centre**

**Telephone:** 01772 894880  
**Email:** suadvice@uclan.ac.uk

For advice and support on all aspects of student life including referrals to appropriate specialist services;

**The i**

**Telephone:** 01772 895000  
**Email:** ti@uclan.ac.uk

For personal difficulties including depression, anxiety, mental health issues or queries related to disability;

**Student Support and Wellbeing**

**Telephone:** 01772 893020  
**Email:** ssw@uclan.ac.uk

**Counselling Service**

**Telephone:** 01772 892572  
**Email:** CoRecep@uclan.ac.uk

**Disability Service**

**Telephone:** 01772 892593  
**Email:** disability@uclan.ac.uk

**Samaritans**

**Telephone:** 08457 90 90 90  
**Email:** jo@samaritans.org

For personal difficulties including short and long-term financial hardship or queries relating to funding;

**Student Financial Support Team**

**Telephone:** 01772 892583  
**Email:** SFSteam@uclan.ac.uk

For queries related to faith

**Multi Faith Centre**

**Telephone:** 01772 892615

For support in-relation to hate crime or incidents;

**Third Party Hate Crime Reporting Centre**

**Telephone:** 01772 894880  
**Email:** ReportHateCrime@uclan.ac.uk
COMMUNICATING EFFECTIVELY

The most important skill you will rely on as a Course Rep is your ability to communicate lots of information and feedback to a variety of audiences and often in various levels of detail.

As a Course Rep it is essential that you communicate with other students. You need to ensure they know who you are and that you can gain and present feedback. Below are some ways of communicating to your peers:

**WAYS TO GATHER FEEDBACK**

**FACE TO FACE**
- **Surgeries, drop-ins and focus groups** are great for 1:1 chats or discussions
- **Informal Chats** Start conversations during your breaks or after class
- **Lecture Shout-outs** Ask your lecturer for 10 mins during class
- **Meetings and socials** Why not arrange something fun?

**ANONYMOUSLY**
- **Ballot Boxes** Leave a box at the front of the room for students to submit anonymous feedback
- **Online Surveys, polls & questionnaires** are a great way to gather evidence and statistics to demonstrate what students think
- **Post-it notes** Put one on everyone’s desk for them to leave feedback and gather at the end of a class.

**ONLINE**
- **Social Media** Many students already inhabit these spaces
- **Email** Students and staff check their emails regularly so why not drop them an eye-catching email
- **On-line surveys** use survey monkey or other free software to create your questionnaires
WRITTEN COMMUNICATION (EMAIL)

The most common form of written communication you will come across will be email and understandably it remains the most popular way to update and seek opinions of students.

Below are five top tips for getting the most out of email:

- **Use an eye catching subject line**
  Think about what you would want to read.

- **Reply and respond**
  Always acknowledge queries and give a time-scale for a reply so they know you are on the case.

- **No-one likes a dull email of just text**
  Add emphasis by using **bold**, *italics*, *underlining* and easy to read colours.

- **Keep the right tone**
  Remember to remain professional and remember your audience.

- **Don’t include too much information**
  Phrase your emails so that it is clear and relevant to your audience.

Remember to be professional when emailing academic staff; be polite and avoid negativity. Staff will be more likely to respond in a constructive or helpful way.
UTILISING SOCIAL MEDIA

Social media can be an excellent way to engage with students. Most of us use it in our daily lives so it can be a good way to bring your role into spaces students already inhabit.

The most important thing to remember with social media is not to assume it will engage everyone; not everyone has, wants or utilises Facebook and Twitter so you will need to back up any social media presence with face-to-face contact.

Below are five top tips for getting the most out of social media:

1. **Sharing is Caring**
   Use interesting pieces of news or commentary to provoke debate.

2. **Utilise Hashtags**
   Perhaps create one for your school and try to get staff on board.

3. **Poll Opinion**
   Facebook polls are a quick way of getting feedback on a variety of options.

4. **Follow the leader**
   Follow relevant accounts within your school and share/re-tweet relevant posts.

5. **Blog Away**
   Write about your experiences as a School President or relevant topics you are passionate about.
SOCIAL MEDIA RISKS

As well as being an effective tool, social media isn’t without its risks and there are a couple of areas around confidentiality and moderation which you should consider:

**Confidentiality** – Remember on most platforms, unless in a closed group, confidentiality is hard to maintain so think carefully when to take conversations offline and face-to-face. This will also give students the safety of being able to speak freely in a closed space.

**Moderation** – Any presence on social media should still be treated as a semi-public space. Insulting or tactless comments about individuals should be removed with an explanation. Moderation should not be used to stifle debate, but to prevent harmful or offensive content in a space that you are responsible for.

The Students’ Union does operate its own Social Media Guidelines and Policy, do not be afraid to request this if you would like further tips and information.

Remember you and those that you represent are still subject to all of the University’s rules and responsibilities regarding student conduct including those relating to social media.

We have dealt with cases previously of representatives being called up on their social media postings so think twice and post once!
PLANNING A CAMPAIGN

Campaigns are how people achieve the change they want to see. To put it simply, we campaign to make things better for a specific group of people or to improve conditions around a certain issue.

We all have the power to make change happen; through being effective campaigners, we really can make an impact. As a Course Rep, you may want to run or be involved with an academic campaign at course, school or even University level.

If you want to run a campaign, follow the steps below to make it a success!

1 - Identify and know the issue:
Find out what specific issue is deeply and widely felt on your course or in your school by talking to students & gathering feedback.

2 - Become an expert:
Find out everything you possibly can about your issue. Gather data and information to back up your arguments.

3 - Set your goals:
What exactly do you want to achieve? Make sure your goal is SMART (Specific, Measurable, Achievable, Relevant & Time-Bound)

4 - Know your allies & opponents:
Who can you bring on board to help you with your campaign and who will challenge you.

5 - Plan your Campaign!
You need to have a clear vision of what needs to be done, who should do it and what the deadline for it should be. What small tasks can you set along the way to meeting your overall aims?

Evaluate!
Did you achieve your overall aims? What would you do differently next time?
YOUR BIG IDEAS

A great way to start a campaign is through the Your Big Ideas section on our website. This is a way to get students more involved in your idea, encourage support for it and gain guidance from the students’ Union.

Even if you aren’t interested in running your own campaign, log in to this section of the website to vote on the ideas put forward by other students. Go to www.uclansu.co.uk/yourbigideas to have your say!

Submitting an idea is really easy. Just follow these simple steps;

1. Go to www.uclansu.co.uk/yourbigideas

2. Identify the issue and be specific: what is it you want to change/do? Get in touch with us at yourunion@uclan.ac.uk for support on writing your idea.

3. Your idea will be on our website for 30 days after it is approved; encourage students to log on and like your idea!

4. After 30 days, if your idea has a total of 50 votes with a majority in favour it will be passed and taken forward in the most appropriate way e.g. to Students’ Council or to relevant staff who can work with you on delivering your idea.

5. It is now up to you to work with the Students’ Union on making your idea a reality.

One Course Rep this year posted an idea to save the University’s subscription to a resource used by many students in his school which was successfully passed with almost 100 students in favour!

To find out more about what ideas have been passed previously, what ideas you can currently vote on or to post your own idea, visit www.uclansu.co.uk/yourbigideas.
REP REALITIES

Rep Realities is a project we are launching this year to follow a sample of our volunteers, including School Presidents, throughout the year to find out about your experiences and demonstrate the fantastic work you are doing in the role.

We want to see what it is like to be a part of the representation structure here at UCLan from a student’s perspective and be able to track in the impact you are making, both in your role on your course and towards the overall student experience.

WHAT DOES THE PROJECT INVOLVE

• Up to four interviews/focus groups no longer than an hour with the Academic Representation Co-ordinator at key points during the year to discuss your experiences.
• Each interview you attend you will receive a £5 voucher and the Rep who, at the discretion of the Education Officer, has contributed the most to the project will receive a £50 Amazon Voucher.

You can sign up to Rep Realities either at your training session or get in touch with us by no later than Tuesday 1st November 2016.

REP SHOWCASE

We always want to celebrate the successes of our representatives so don’t be modest, tell us about the great things you are doing in the role and the impact you are having on improving the student experience!

We will be updating our website with news stories celebrating your work so make sure you are included.

You can update us with your activities and achievements at any point by emailing coursereps@uclan.ac.uk - Don’t be modest!
TAZ TALKS

TazTalks are regular events led by Tasmia, your Education Officer to debate key issues facing students in Higher Education at both a local and national level. The events will consist of guest speakers followed by a range interactive workshops for you to get involved in, develop your skills and meet other Course Reps.

COURSE REP CATCH UPS

We will be holding one week of school specific events each semester for you to come meet other reps in your school, talk about your experiences and make sure you are getting the support you need.

COURSE REP CALENDAR: DATES FOR THE DIARY 2016/17

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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<tbody>
<tr>
<td>1st September – 7th October</td>
<td>Sunday 1st January</td>
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<tr>
<td>26th September</td>
<td>Week Commencing 30th January</td>
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<tr>
<td>12th – 14th October</td>
<td>6th February</td>
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<tr>
<td>17th October – 4th November</td>
<td>8th February</td>
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<tr>
<td>Week Commencing 14th Nov</td>
<td>11th – 12th February</td>
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<tr>
<td>23rd November</td>
<td>Monday 27th February</td>
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<tr>
<td>5th December</td>
<td>Monday 6th- Friday 10th March</td>
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</tbody>
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STAND FOR ELECTION

Part time roles

Interested in getting involved with Students’ Council? Could you lead your society next year? Find out more about the different roles you can do alongside your degree to develop your skills and make a difference. Keep an eye on our website around the times above or email yourunion@uclan.ac.uk.

Full time roles

Fancy leading your Students’ Union? Could you be the next Education Officer? Find out more about our full time positions on our website or by emailing yourunion@uclan.ac.uk.
TOP TIPS FOR EFFECTIVE SCHOOL PRESIDENTS

1. **Represent:** You have been elected to represent the views of all students in your school not just your own opinions. Being representative gives you power; you have all those students behind you!

2. **Communicate!** This is an integral part of your role, do not forget to feedback outcomes of meetings or campaigns you are working on to Course Reps and students in your school or they will not be aware of the hard work you do!

3. **Be Confident:** Do not be intimidated of talking at meetings with staff members; they want to hear what students think!

4. **Empower Course Reps:** Having good Course Reps makes your job easier; for example by delegating responsibility to reps or chatting with them before SSLCs so you can ensure their feedback is discussed, give them confidence and develop their skills.

5. **Be Visible:** Make sure students and Course Reps in your school know who you are; this will ensure that they will come to you to raise feedback, rather than you chasing them.

6. **Organisation:** Prepare for meetings- read any paperwork sent to you beforehand and make sure you understand it. We are here to help you with this so get in touch if you are unsure of anything!

7. **Ask for help:** Do not be afraid to ask for help from the Students’ Union or staff within your school.

8. **Work as a Team:** Meeting frequently with Course Reps in your school or other School Presidents is one of the most efficient ways of ensuring things get done.

9. **Build a rapport with academic leads in your school/ college:** It is really important that you get to know your Head of School and Executive Dean in order to make change happen; informal chats can help to build a good working relationship.

10. **Celebrate your successes:** You work hard so it is important to make time to send us your good news stories and ensure your class know of the great changes & impacts you have made.