

## Events Convenor - Vice President Role Description

### Role overview

The Events Convenor - Vice President responds to emerging needs and issues raised from student body, through the programming of social, learning and professional practice events and projects. They work with students to develop student led events and projects. They support students to develop their professional practice outside of the curriculum, particularly through supporting student fundraisers and activities. They also programme and curate talks, performances, workshops and discussions in the Students' Association and are responsible for the curation and delivery of the Degree Show Party. They promote student involvement in the Students' Association and support and develop student led structures within the Association like the SRC.

**Keywords:** Representation, Programming, Facilitation, Curation, Education, Welfare, Extra-Curricular, Professional Practice, Community.

### Areas of responsibility and duties of both Sabbatical Officers:

- Executive Trustee of the Students' Association, forming part of the Board of Trustees
- Director of GSASA Ltd, forming part of the Board of Directors
  - As a Director of GSASA Ltd, act as a line manager to the General Manager of GSASA Ltd
- Work towards the charitable aims and objectives of the Association
- Coordination of the Student Representative Council
- Promote student involvement in the Association
- Attend and speak at official Glasgow School of Art events and ceremonies as appropriate e.g. induction talks and graduation.
- Representing the Students' Association and its members to the institution and the outside world as appropriate.
- Work closely with the other Sabbatical Officer on campaigns, celebrations and awareness events . Some of these may relate to Sabbatical Officers' objectives, but others are reactive, depending on issues that arise throughout the year.
- Represent sustainability and environmental concerns at GSA/SA and promote sustainability
- Promoting equality, diversity and inclusion for students within GSA/SA
- Promoting student wellbeing and welfare

## Areas of responsibility for Events Convenor - VP

- SRC Programming Committee Chair
  - Including oversight of allocation of Students' Association funding and resources for student fundraising activities, as well as forum for student feedback on GSASAs programme
- SRC Funding Committee Chair
  - Including oversight of allocation of Students' Association funding to student projects
- SRC Societies Committee Chair
- Organising and curating extra-curricular activities
- Supporting and empowering members to organise student-led events and projects
- Professional Practice out with the curriculum
- Activities Week
- Freshers' Week
- Degree Show party
- Student fundraising activities
- Community Engagement
- Communications with GSASA members

## Duties specific to the Events Convenor - VP

- Chair and develop the work of the SRC Programming Committee
- Chair and develop the work of the SRC Funding Committee
- Chair of the SRC Societies Committee
- Develop a programme of events that represent student interests and are in line with the charitable aims of the Association
- Deliver Activities Week and student-centred programming at GSASA
- Contribute to the programming and delivery of Freshers' Week
- Curate and deliver the Degree Show party
- Advocate for students on issues of student fundraising with GSA
- Communicate with members of the Students' Association via social media, alongside the Students' Association Student Engagement Team
- Work with the Students' Association programming team in the strategic development of programming of the Ltd company, in line with the Association's charitable aims.
- Deputise for the Student President at meetings when the Student President is unable to attend
- Liaise with the student engagement team and student president to identify emerging student concerns to inform the programme delivery
- Programme events and/or create resources that engage with student welfare at GSA

## Key relationships for the Events Convenor - VP

- **Students' Association:**

- Student President
- Student Engagement Team
- Management of GSASA
- Programming Team at GSASA
- Members of the SRC Funding Committee
- Members of the SRC Programming Committee
- **Glasgow School of Art:**
  - GSA Executive
  - Director of Strategy and Marketing, GSA
  - Community Engagement Officer, GSA
  - Employability and Enterprise, GSA
  - Sustainability Coordinator
- **External**
  - Programmers and promoters
  - Relevant community and voluntary organisations
  - The local Garnethill community
  - Other Students' Associations in Scotland and the UK

## GSA Committees the Events Convenor - VP sits on

- Committee meetings and Student Representative meetings as agreed with Student President and GSA
- All Committee meetings 2019/20 TBC

## Role information for Sabbatical Officers

- Duration of this position is **fixed term 12 months**, July 2019 to July 2020.
- This role is based in **Glasgow**, in the GSA Students' Association building, 20 Scott Street.
- This is a **full time position, 37.5 hours a week**.
- **Flexible working hours:** Usual office hours in the Association are 10-5.30pm. The role will also involve occasional evening and weekend work on programme events and will involve meetings during GSA's office hours of 9-5pm. Overtime is not paid but can be taken back as TOIL.
- **Holidays:** 28 days (equivalent to 5.6 weeks) a year. (The Students' Association usually closes over the winter break for a period of 2 weeks.)
- **Training:** Induction training, Trustee training, Governor training (for Student President), SPARQS training, and other role specific training identified by the Sabbatical Officer and the Students' Association.
- **Handover period:** New Sabbatical Officers are required to attend a 2-week handover period with the existing Sabbatical Officer, at a mutually agreed upon time, between mid-June and mid-July 2019.
- **Trustee responsibilities:** The Sabbatical Officers of the Students' Association are also Trustees of GSASA SCIO, overseeing the financial, legal and strategic activity of the organisation. Sabbatical Officers will receive Trustee training to understand this role and the responsibilities attached to this position.

**Eligibility:**

- **All members of GSA Students' Association are eligible to apply.** This means that candidates must be currently matriculated students and have opted into becoming a member of the Association prior to standing. You can become a member of the Association by filling out this form on CANVAS and returning it to the Student Engagement Team.
- Candidates must be 18 years old.
- Candidates must not have previously been elected to and held a Sabbatical position in the Association for two years.
- No candidate must stand for more than one position during this election.
- You cannot apply for the position of a Sabbatical Officer on a part time or job share basis.
- Charity regulations state that Trustees must not have been convicted of an offence involving deception or dishonesty (unless the conviction is spent) and you can not have a history of bankruptcy.
- Candidates must be eligible to carry out full-time work in the UK. There is provision within Tier 4 visa to apply for leave to work as a full time Sabbatical Officer, if elected, arranged in conjunction with GSA. If you are unsure about your eligibility to work, speak to the Student Engagement Team when you collect your nomination pack.