

Student Leader Role Profile

Chair of Democratic Procedure Team



The main purpose of DPT is to support the Returning Officer and their Deputy to deliver fair and inclusive democratic procedures at the SU.

Duties and Responsibilities

- Work closely with the RO/DRO to advise and ensure the smooth running of elections.
- Facilitate good communication between all Elections Committee members, staff, volunteers, candidates, and voters.
- Assist the RO/DRO in monitoring and responding to complaints.
- Chair all meetings of the Elections Committee and ensure they are run in accordance with SU policy (including the Equal Opportunities policy).
- Always stay impartial and at no time support any candidate or participant or their views.

Useful Previous Experience/Skills

- ✓ Enthusiasm for the Team and its activities.
- ✓ An Interest in democratic processes.
- ✓ Good communication skills.
- ✓ Ability to remain calm and act with integrity/sensitivity on confidential matters.

Why become a member?

- ✓ Play a vital role in SU democracy.
- ✓ Develop a sense of community between students with shared interests.
- ✓ Boost your employability and gain experience in governance and democratic processes of a large organisation.
- ✓ Access to training and workshops.

Key Time Commitments

- Training Requirements – 1 hour.
- Team meetings – approximately 1-2 hours per week, 12 weeks of the year (4 in Semester 1 and 8 in Semester 2).

We are here to help you so please do contact the SU area specific to your group.

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Skills you will develop in this role:

Commercial Awareness		Creativity	✓
Decision Making	✓	Delegation	✓
Financial Management		I.T. Skills	
Initiative	✓	Leadership	✓
Marketing		Negotiation	✓
Organisation/ Planning	✓	People Management	✓
Problem Solving	✓	Public Speaking	✓
Teamwork	✓	Time Management	✓
Verbal Communication	✓	Written Communication	✓