

## AMOSSHE Executive roles 2017-19

Here are descriptions of the AMOSSHE Executive Committee roles available for the 2017 to 2019 term of office.



### Responsibilities and values

All elected members of the Executive Committee are company directors of AMOSSHE, and therefore by law have a duty to act in the way they consider, in good faith, would be most likely to achieve the company's purposes. This includes having regard to:

- The long term consequences of decisions taken.
- The interests of any employees.
- Fostering good relationships with stakeholders including members, other Executive members, employees, higher education providers, sector bodies, suppliers and other business partners.
- The effect of the company's actions on the community and the environment.
- The desirability of the company maintaining a reputation for a high standard of business conduct.
- The need to act fairly.

To achieve this, all members of the Executive Committee have a duty to:

- Act within their powers.
- Exercise independent judgement.
- Exercise reasonable skill and diligence.
- Avoid conflicts of interest.
- Accept no benefits from third parties.
- Declare any interest in any proposed transaction or arrangement.
- Attend Executive meetings.
- Contribute appropriately to the work of AMOSSHE outside of Executive meetings.
- Exemplify the values of AMOSSHE, and the seven principles of public life outlined below.

Executive values:

Principle	Practice
Integrity / honesty	<ul style="list-style-type: none"> <li>• 'No-blame' culture</li> <li>• Declare conflicts of interest</li> </ul>
Appropriate consultation / soundings before discussions begin	<ul style="list-style-type: none"> <li>• Opportunity for informal discussions outside formal meetings</li> <li>• Time for proper consideration</li> <li>• Delegated decision making where agreed / appropriate</li> </ul>
Constructive debate	<ul style="list-style-type: none"> <li>• Well-structured agendas</li> <li>• Respect for meeting conventions</li> </ul>

Principle	Practice
Objectivity in decision making	<ul style="list-style-type: none"> <li>• Allowing space for the expression of feelings / intuition</li> <li>• Able to justify our decisions</li> </ul>
Openness	<ul style="list-style-type: none"> <li>• The concept of 'transparency'</li> <li>• Implies effective member communications</li> </ul>
Circle of confidentiality	<ul style="list-style-type: none"> <li>• Particularly relevant when proposals are being made / discussed / refined</li> </ul>
Individual responsibility	<ul style="list-style-type: none"> <li>• Appropriate preparation for meetings</li> <li>• Keep to agreed deadlines</li> <li>• Guard against over-committing</li> <li>• Support each other as 'critical friends'</li> </ul>
Collective accountability for agreed decisions	<ul style="list-style-type: none"> <li>• Formal requirements of Companies Act and related documents</li> </ul>
Work-life balance	<ul style="list-style-type: none"> <li>• Work for AMOSSHE is voluntary / out of hours</li> <li>• Potential for contribution may vary over the year</li> <li>• Need to take care of our own staff teams</li> </ul>
Lead by example	<ul style="list-style-type: none"> <li>• A confident Executive</li> <li>• Taking advantage of the opportunity for mutual support</li> </ul>

Some sources: Nolan 7 principles for public life; Code of Conduct for Executive Board Members (De Montfort University, July 2010); Critchley & Casey's work on team building.

## Executive roles

There are normally twelve elected members on the AMOSSHE Executive Committee. Four have Chair roles and, as such, have specific duties, which are listed below. These are followed by a generic description of the responsibilities of the wider Executive Members. All named Executive Chair roles are expected to fulfil the role and expectations of all Executive Committee members, in addition to their Chair role.

### AMOSSHE Chair

Role:

- To lead AMOSSHE.
- To work collaboratively with the Vice Chairs and wider Executive Committee for the benefit of AMOSSHE.
- To take ultimate responsibility for decisions, where no consensus exists.
- To demonstrate accountability to the AMOSSHE membership.

### AMOSSHE, The Student Services Organisation

Third Floor, Woburn House, 20 to 24 Tavistock Square, London, WC1H 9HQ  
020 7380 6633 | [www.amoshe.org.uk](http://www.amoshe.org.uk)

Tasks:

- To attend and chair all Executive meetings and to chair the AMOSSHE AGM (Annual General Meeting).
- To take a lead role in AMOSSHE activity.
- To chair other appropriate committees / meetings.
- To delegate tasks within the Executive Committee to ensure that the work of AMOSSHE is carried out, particularly:
  - The annual national conference.
  - CPD (continuing professional development) events and activity.
  - The website and social media.
  - Members' surveys.
  - Representational work.
- To act as the lead spokesperson for AMOSSHE and provide public comment, or refer to relevant members if expertise resides elsewhere.
- To be an initial point of contact for other national and professional sector bodies in the policy-making community, drawing in other members as appropriate.
- To represent / speak on behalf of AMOSSHE where immediate action is required.
- To work closely with the Executive Director at the National Office to coordinate AMOSSHE activity and strategy, in particular regarding policy and public affairs matters.
- To work closely with the Vice Chairs to ensure the efficient and proper running of the National Office and the wellbeing of its staff.

### Roles and tasks for all Vice Chairs

Role:

- To lead AMOSSHE.
- To work collaboratively with the Chair and wider Executive Committee for the benefit of AMOSSHE.
- To demonstrate accountability to the AMOSSHE membership.

Tasks:

- To deputise for and support the Chair as appropriate.
- To attend all Executive meetings and the AGM.

The Vice Chairs each take on specific responsibilities as set out in their role and tasks. These are nominally assigned to different Vice Chair roles, but may be distributed between the Vice Chairs as most appropriate to the appointed Executive at any one time.

### Vice Chair

Tasks:

- To delegate tasks within the Executive Committee and, in discussion with the Vice Chair (Operations) and the National Office, to:
  - Ensure that the annual members' survey is carried out, analysed, and the findings disseminated.
  - Oversee the website and social media communications.
  - Ensure that member resources and related projects are developed.
- To ensure the views of devolved administrations in the UK are heard and respected, and their interests duly represented.

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- To work with the Vice Chair (Operations) in the development of new income streams for AMOSSHE.

### **Vice Chair (Operations)**

**Role:**

- To oversee the running of the organisation, including the National Office, budgets and administration.
- To line-manage the National Office staff through the senior staff member (Executive Director).
- To oversee the development of policies and procedures for AMOSSHE.

**Tasks:**

- To line-manage the Executive Director.
- To ensure that all administration delegated to the National Office, including membership and event administration, is appropriately carried out.
- To develop appropriate policies to manage the processes and activity of AMOSSHE, which will be passed by the Executive Committee.
- To present new member applications to the Executive Committee and advise on their suitability.
- To work with the Vice Chair in the development of new income streams for AMOSSHE.

### **Vice Chair (Professional Development)**

**Role:**

- To develop and oversee a programme of activities that enhance the learning and development of AMOSSHE members, combining innovative new activity with core, high demand sessions.
- To ensure all development activities are financially sound and provide high quality learning opportunities.

**Tasks:**

- To lead on the delivery of the continuing professional development (CPD) programme.
- To develop a strategy for the delivery and development of learning activities for AMOSSHE and ensure appropriate leads for all activities, including CPD events.
- To lead on the AMOSSHE Insight project activity.

### **Executive Member roles**

In addition to the four Chair roles there are another eight elected members of the Executive Committee. While these role holders are not elected to carry out a specific job, it is expected that members will contribute significantly to the work of the Executive by taking on projects and representation work.

**Role:**

- To be an active member of the Executive, contributing to the overall operation, work and development of AMOSSHE.
- To contribute positively to the work of AMOSSHE by representing the views of the membership, both at Executive meetings and externally at sector meetings.
- To work collaboratively with other sector bodies to promote a positive student experience.

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Tasks:

- To attend all Executive meetings and AGM.
- To champion AMOSSHE and its work.
- To act as Student Services ambassadors.
- To contribute to the development and delivery of AMOSSHE strategy.
- To attend the AMOSSHE national conference, promoting AMOSSHE and being a visible representative of the Executive Committee.
- To take on projects or tasks as appropriate, ensuring that there is a fair distribution of work amongst Executive members.
- To respond to consultations to which AMOSSHE is asked to contribute.
- To work with the National Office in delivering AMOSSHE's portfolio, and provide advice on sector issues to the office.
- To represent AMOSSHE at external sector meetings.
- To act as a conduit for Executive and national / regional information, and to attend local national / regional meetings and feed back to the National Office and/or Executive Committee as appropriate.
- To support the work of the Chair and Vice Chairs.
- To be alert to opportunities for AMOSSHE.

In addition, each member of the Executive Committee will act as a lead for one or more areas of AMOSSHE's work, as appropriate. The responsibilities allocated might be because of the Executive Member's specialist knowledge, skills, or preferences. They might include:

- Leading on a CPD event (National Office to deliver programme management and administration).
- Leading on the annual national conference or winter conference (National Office to deliver programme management and administration).
- Leading on international exchange agreements (National Office to deliver programme management and administration).
- Leading on the AMOSSHE Insight projects activity (National Office to deliver programme management and administration).
- Stakeholder management.
- Acting as spokesperson for particular Student Services remits.
- Representing AMOSSHE on national boards or policy committees.
- Advising on promotional materials and member resources.
- Developing programmes of work based on AMOSSHE's strategic priorities.