**President**

Responsibilities:

Representing mature students’ interests to the union by:

Attending and voting at assembly and proposing motions in order to form policy, raising issues with the university/union/colleges, running campaigns, staying tuned in to mature students’ views

Forwarding association priorities and direction with the help of the exec.

Delegating and dividing tasks appropriately.

Working closely with Vice President and the exec.

Working with college reps to collect information about, make recommendations regarding and ultimately improve the college experience for mature students.

Organising and attending/chairing regular exec. meetings.

Organising and attending/chairing regular college rep meetings.

**Vice-President**

Responsibilities:

Representing mature students’ interests.

Initiating events, activities and campaigns for and involving mature students.

Supporting MATSA initiatives.

Liaising and communication with the exec and college reps regarding MATSA activities.

Raising awareness of issues and barriers that prevent mature students’ full participations in university life.

Being a point of contact for mature students and signposting to other services.

Working with the association, union, university and colleges to ensure that undergraduate and postgraduate needs are catered for as best as possible within the campus.

Attending monthly exec meetings either in person or via skype and web link.

**Steering Officer**

Responsibilities:

Circulating and amending an agenda in advance of meetings

Attending monthly exec meetings either in person or via skype or weblink.

Minuting meetings and making these available to all attendees within 14 days of the meeting.

Managing MATSA room bookings.

Staying informed regarding all MATSA business.

Regularly updating members regarding MATSA activities.

Handling correspondence.

Handling admin systems and archiving documents.

**Social Media Secretary**

Responsibilities:

Posting updates and photographs of MATSA activities.

Check and comment on MATSA social media regularly.

Use tagging to encourage individual members (including exec.) to participate. Network with other organisations by following/liking etc.

Remove any inappropriate posts if necessary.

Attendance at monthly exec meetings and communicating with social secretaries to stay informed about MATSA activities.

**Treasurer**

Responsibilities:

Budgeting for events and activities on an annual basis.

Creating spreadsheets for event finances.

Raising funds for the association.

Ensuring financial protocols are adhered to and finances balance.

**Social Secretary**

Responsibilities:

Listening to members needs regarding social activities.

Creating an appropriate social calendar for mature students.

Hosting at events and/or arranging for active members to host on your behalf if necessary.

Liaising with college mature students’ rep and common rooms to promote association events and activities.

Attending monthly exec meetings either in person or via Skype of weblink.

**Welfare Officer**

Responsibilities:

Coordination of events concerning health and well-being.

Engage with training specific to the provision of welfare that the DSU and association provide.

Assist with the organisation of campaigns regarding health and well-being.

Maintain leaflets and information provided to students from the association regarding health and wellbeing.

Liaise with the DSU and Welfare and Liberation Officer, and relevant healthcare professionals where appropriate.

Assist with the management of the Association’s welfare email address, maintaining confidentiality where appropriate.

Attend the DSU’s welfare support meetings.

**Postgraduate Officer**

Responsibilities:

Coordination and attendance of events for Postgraduate students.

Engage with training specific to the provision of welfare in order to facilitate the needs of Postgraduate students.

Act as a point of reference for Postgraduate students.

Understand the particular needs of mature postgraduate students, and have the ability to signpost.

Help facilitate engagement for Postgraduate students.