**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.

**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 online.

**Postgraduate Officer**

Responsibilities:

Coordinate and attend 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.

**Undergraduate Officer**

Responsibilities:

Coordinate and attend events for undergraduate students.

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

Act as a point of reference for undergraduate students.

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

Help facilitate engagement for undergraduate students.

**Livers Out Officer**

Responsibilities:

Coordinate and attendance of events for students living outside of university-provided accommodation.

Engage with training specific to the provision of welfare in order to facilitate the needs of students living outside of university-provided accommodation.

Act as a point of reference for students living outside of university-provided accommodation.

Understand the particular needs of mature students that live in non-university-provided accommodation and have the ability to signpost.

Help facilitate engagement for livers out students.

**Remote Learning Officer**

Responsibilities:

Coordinate and attendance of events for remote learning students.

Engage with training specific to the provision of welfare in order to facilitate the needs of students living outside of university provided accommodation and remote learning students.

Act as a point of reference for remote learning students.

Understand the particular needs of remote learning students, and have the ability to signpost.

Help facilitate engagement for remote learning students.

**Parents/Carers/Guardian Officer**

Responsibilities:

Coordination and attendance of events for students with parental, caring and guardianship responsibilities.

Engage with training specific to the provision of welfare in order to facilitate the needs of students with parental, caring and guardianship responsibilities.

Act as a point of reference for students with parental, caring and guardianship responsibilities.

Understand the particular needs of students with parental, caring and guardianship responsibilities., and have the ability to signpost.

Help facilitate engagement for students with parental, caring and guardianship responsibilities.

**Foundation Student Officer**

Responsibilities:

Coordinate and attend events for Foundation Programme students.

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

Act as a point of reference for Foundation Programme students.

Understand the particular needs of mature Foundation Programme students and have the ability to signpost.

Help facilitate engagement for Foundation Programme students.