

YUSU Volunteer Role Description



ROLE: Policy Review Group Volunteer

AREA: Democracy & Campaigns

What is Policy Review Group?

YUSU's Policy Review Group (PRG) is a committee designed to oversee the Policy Process within the Union, as well as supporting and scrutinising the democratic processes within the Union, from other groups to elected officers. Following YUSU's Democratic Review of 2013, PRG replaced the existing Democracy Committee, whilst making a number of substantial changes to what it does. The PRG is headed by the Policy Coordinator, who is elected via cross-campus ballot. Members of PRG will play a major role in delivering YUSU's democratic process, and enabling the Union to facilitate the will of its members.

Role Information for PRG Volunteer

The main roles of PRG Members will be:

- Reviewing and reporting on the policy process, including finding consensus from student feedback obtained during consultation; and
- Holding key individuals and groups to account on policy.

Specific tasks will include:

- Overseeing consultations during the policy process, including ensuring that groups and officers effectively consult Union members and compiling agreeable policies together in the form of reports;
- Coordinating referenda, including deciding which policy motions to refer to referenda and convening debates;
- Approving decisions by the returning officer during election-time to ensure that the rules and timetable are fair and accessible to all members, and will be likely to maximise participation;
- Ensuring Officer Group fulfil their commitments to effectively consult and communicate with members and report to members and to the media when they do not;
- Reviewing & investigating motions of no confidence against any Officer;
- Reviewing and approving the process by which Campaign Networks and College Student Associations amend their Terms of Reference;
- Amending the name of a Campaign Network and the Part-Time Officer who chairs that Network, following review and approval of the process by which the Network has altered its definition;
- Correcting minor textual errors in the Constitution and Bye-Laws.

PRG Volunteer Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Studying for a degree at the University of York	*	
Not a member of the Officer Group or of a committee of a Consultative Group	*	
KNOWLEDGE & EXPERIENCE		
Experience of decision-making as part of a group	*	
Experience of proof reading	*	
Experience of collaborative working	*	
Experience of communicating with a diverse range of people	*	
Of working in a membership led or democratic environment		*
Knowledge of Union processes and principle documents		*
SKILLS		
General IT skills including a working knowledge of Microsoft Office	*	
Excellent interpersonal skills- able to communicate well both written and verbally	*	
Strong time management skills – able to meet tight deadlines and cope with varying workloads	*	
Able to work under own initiative/ apply independent thought	*	
Able to demonstrate a high level of attention to detail	*	

What would I get from becoming a member of PRG?

Members of PRG will get hands-on experience working in policy-making and democracy. Members will develop their skills in evaluating, developing and analysing policy, as well as building key competencies in running policy consultations and helping to inform and educate union members. Members will also gain experience in reviewing and scrutinising the actions of others and holding them to account. PRG members will work and collaborate as a team, and will have ample space to develop individual roles and responsibilities.

SKILLS TO BE GAINED: Taking on this opportunity will allow you to develop and practice the following skills (marked X)

Written Communication	X	Teamwork	X	Financial Management	
Verbal Communication	X	Time Management	X	Application of IT	X
Delegation		People Management		Organisation/Planning	X
Decision making	X	Negotiation	X	Marketing	

OTHERS (as specified below):

Initiative, independent thought, policy analysis

TRAINING AND SUPPORT PROVIDED:

- Access to YUSU's Training Programme.
- Ongoing support from the Democracy & Campaigns Development Coordinator

TIME COMMITMENT:

Approx. 10 hours per week as required

REWARDS:

- Great for your cv offering you a chance to develop communication skills
- A chance to get involved in refining and analysing policy, ensuring that the Union reflects the need of its members
- A great opportunity to meet more people

How to find out more....

WHO TO CONTACT:

Michael Hewitson
 Democracy & Campaigns Coordinator
m.hewitson@yusu.org

WEBSITE:

www.yusu.org