SECRETARY OF PLEXUS

ELIGIBILITY TO STAND

To stand for the position of Secretary of PLEXUS you must satisfy all the following criteria:

1. Be a Full Member of PLEXUS prior to the announcement of nominations
2. Be a registered student of the Open University
3. Have previous volunteering experience pertinent to this role

OVERVIEW OF ROLE

PLEXUS was created in August 2016 by a group of individuals who recognised that there was a vacancy for a safe space for the LGBT+ community within the Students Association and a space where LGBT+ students could access support throughout their studies.

PLEXUS is led by a team of Officers, who are elected every two years by the Full Members of PLEXUS.

The Secretary of PLEXUS is constitutionally bound to support the Chair of PLEXUS in the effective delivery of the affairs of the Group, management of the membership database and all communications to members; including the quarterly newsletter SOLAR. The Secretary of PLEXUS is responsible for the organisation of Committee meetings, General Meetings and activity at the Biennial OU Students Association Conference.

ESSENTIAL FOR ROLE

The Secretary of PLEXUS should be passionate about representing OU Students whether this be online or face to face. The Secretary of PLEXUS supports the Chair of PLEXUS by deputising for them and being a direct link between the membership and the Committee. The Secretary of PLEXUS will also support the Chair in producing any reports or requests for information.

MAIN RESPONSIBILITIES

The Secretary of PLEXUS will deliver in the following areas:

1. Support the Chair in the organisation of the Group
2. Collate the quarterly reports of the Committee and present them in an appropriate format to the Membership and wider OU Students Association
3. Maintenance of the Membership database, and updates to OUSA-Controller to activate/deactivate forum access (where applicable)
4. Organise Committee Meetings and announce General Meetings as per the Constitution
5. Report upon expenditure of the Group in liaison with the OU Students Association
6. Provide Secretariat duties at all meetings including the Annual General Meeting or extraordinary meetings of the Group
7. Ensure the message of PLEXUS is concise and is line with the constitution
8. Produce a quarterly newsletter for online production to membership
9. Act as an administrator for the website
10. Responsible for all social media platforms, with the support of Social Media Champions
PLEXUS (LGBT+ Group) are affiliated to the OU Students Association to provide an avenue of support to LGBT+ students and allies of the LGBT+ Community. PLEXUS welcomes members of the alumni and staff members of the Open University. For more information visit www.ouplexus.co.uk

**DESIRED SKILLS**

- Good communication skills
- Ability to work independently and as part of a team
- Good networking skills
- Passionate about student representation and the mission and aims of PLEXUS
- Willingness to engage with new and existing students

**SUPPORTED BY**

The Secretary of PLEXUS is supported by the Chair of PLEXUS and their fellow committee members. PLEXUS is further supported by the Student Support staff team who are based in Milton Keynes. You will be in regular contact with all parties via email and hold/contribute to virtual meetings and face-to-face when possible.

**EXPECTATIONS OF THE PLEXUS MEMBERSHIP AND OU STUDENTS ASSOCIATION**

- To act professionally whilst in the role
- Successfully implement the Constitution of PLEXUS
- Respect the views and opinions of others
- Represent PLEXUS in a positive manner
- Behave in a manner that respects the Constitution and by-laws of the Students Association, including our commitment to Equality and Diversity

**IN RETURN, THE SECRETARY OF PLEXUS CAN EXPECT**

- Support from the Chair of PLEXUS
- Support from the Student Support Team
- Access to networking opportunities and events delivered by the Open University and the OU Students Association
- Induction and appropriate training deemed necessary for your role
- A handbook detailing the services available within the Association, policies, support structures and general information.
- Develop transferable skills and confidence
- Network opportunities, internally and externally
- Meet other students and have fun

**TIMESCALES**

- This role will run from 1st January 2018 until 31st December 2019.