

What to expect from your role

WHAT IS A PTO?

- Student elected for a one year term to represent a specific group of people – they are voted in by the group they represent
- There is a total of 13 Part Time Officer roles available at Norwich Arts SU, and the rules that determine eligibility and the responsibilities of the role are outlined in Bylaw 10

“1.2 Part-Time Officers represent specific groups, levels of study, or areas of student interest, ensuring that the diversity of the student body is reflected in Union decision-making and activities”

NASU, BYLAW 10

WHAT DO THEY DO?

- Represent the interests and concerns of their constituency group or academic level within NASU.

HOW: Your manifesto addressed some of the issues your community faces, and working towards the promises you were elected on is the way in which you represent student interests. You receive support from SU staff in doing this which we will go on to speak about.

- Attend relevant Union meetings, including Council meetings and the Executive Committee, to participate in discussions and decisions.

HOW: There is a specific guide made on this – check the Student Leader Hub for more information

- Organise or support campaigns, events, and initiatives relevant to their group or role.

HOW: These could be things you came up with in your manifesto, or supporting initiatives that already exist such as History Months, Academic Societies or Community Circles. You receive support from SU staff in doing this which we will go on to speak about.

- Act as a liaison between their constituency and NASU, gathering feedback and communicating Union updates.

HOW: Speaking to students, gathering opinions and feedback and passing this on to the SU either informally or via the Council meetings

- Uphold NASU's Code of Conduct and adhere to Union policies and procedures.

HOW: The full Code of Conduct is available on our website but for PTOs it essentially boils down to acting in the best interest of students, contributing to a safe and supporting environment, disclosing conflicts of interest, taking part in meetings, behaving professionally, being accountable to students and maintaining confidentiality