

*This profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments and duties you can expect from taking up that role.*

<b>Role:</b> Democratic Procedures Team member	<b>SU Department:</b> Voice
<b>Main staff contact:</b> Change & Inclusion Manager	<b>Last updated:</b> Sept 2022

### What is the Democratic Procedures Team?

The Democratic Procedures Team (or DPT for short) are a group of students who work together to plan, deliver and develop all The SU's democratic procedures. This includes all elections, and other mechanisms such as referenda and Standpoints. The main purpose of DPT is to support the Returning Officer and their Deputy to deliver fair and inclusive democratic procedures at the SU.

The Team's core functions are as follows:

- Discuss and debate how to make the SU's democratic procedures fair and inclusive.
- Provide the RO/DRO with student insight to inform delivery of all democratic procedures.
- Provide operational and promotional support during elections and referenda.
- Advise the RO/DRO on the creation, amendment and removal of election and referenda rules.
- Propose recommendations to the RO/DRO on how to improve the SU's democratic procedures.
- Decide and approve how SUMMIT operates.
- Make informal votes to indicate position on issues to inform the RO/DRO's decision-making.

### Role Summary

An Elections Committee member's main job is to work with SU Officers and staff to coordinate the delivery of the SU Officer elections (that take place in Semester 2). Elections Committee members are expected to provide their personal insight and opinion on various elements of the election process and support the Deputy Returning Officer, and Chair of Elections Committee, make decisions regarding election processes.

#### Duties and Responsibilities:

- Attend and participate at DPT meetings.
- Provide insight and steer to inform the direction of democratic procedures in The SU.
- Communicate with the Officers and SU staff regarding election processes.
- Interact with SU Officer candidates during the election period.
- Support at relevant election events during campaigning week.
- Engage in other committee functions and provide feedback on elections decision-making where required.

#### Time Commitment:

One academic year minimum. Meeting dates for 2022-2023 year (you don't have to be able to attend all of these):

#### Semester 1 (2022)

- Tues 01 November
- Thu 17 November
- Wed 30 November
- Wed 14 December

#### Semester 2 (2023)

- Wed 18 January
- Mon 06 February
- Tue 14 February
- Fri 17 February
- Tue 21 February
- w/c 27 February (x5 meetings)
- Thu 16 March
- Wed 22 March
- Thu 27 March

#### Venue:

Meetings will be in-person and online.

#### Training:

In-house training provided by The SU.