

# Voluntary Officer

## Course Representative

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### About volunteering with SUSU:

The Union's mission: **unlocking the potential and enriching the life of every student.** As a student-led organisation the hard work and dedication of our student volunteers is vital to our mission.

We have more than 450 academic representatives who volunteer with SUSU alongside studying for their degree at Southampton. By joining this team, you will add tremendous value to our work by representing your peers to the University and wider community. Course Reps are the direct representatives of students on their courses and are there to take students ideas and concerns to their Staff Student Liaison Committee. They report up to the Academic President and are responsible for feeding back to the student body as a liaison between students and staff.

We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.

While volunteering with the Union as a Course Representative, your role in this mission is described below.

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### The main purpose of your role:

- 1) To represent the views of students within your cohorts.
- 2) To liaise with staff about feedback from students.
- 3) To report to and work with the Department/School President.

### The main responsibilities of your role:

#### To represent the views of students within your cohorts

- To be a visible presence to course mates.
  - To gather regular feedback from course mates.
  - To present the views of course mates at the Staff Student Liaison Committees (SSLCs).
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### **To liaise with staff about feedback from students**

- To find and maintain contact with key academic and admin staff.
- To attend SSLCs and present student feedback objectively.
- To provide feedback to course mates after SSLCs.

### **To report to and work with the Department/School President**

- To meet with fellow Course Reps and your Department/School President before SSLCs.
- To attend meetings and forums organised by your Department/School President (or Faculty Officer).
- To contact your Department/School President for advice or support with new ideas and initiatives.

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### **Where can you find guidance?**

#### Sabbatical Officer:

Sam Dedman, at [vpeducation@susu.org](mailto:vpeducation@susu.org)

#### Representation Coordinator (Course Reps):

Christie Mousourouli, at [Christie@susu.org](mailto:Christie@susu.org)

#### Representation Team:

Available at [representation@susu.org](mailto:representation@susu.org)

### **How to nominate for the role:**

In order to stand as a candidate, you will need to submit a short statement letting everyone know why they should vote for you. You don't need to have any previous experience so simply focus on what you will achieve if elected.

**Nominations are open from Monday 24 September, 9:00 until Tuesday 9 October, 13:00.**

# Voluntary Officer Course Representative

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Log in to our website at [www.susu.org/elections](http://www.susu.org/elections) and fill out the nominations form. There is no need to create a new account, just use your University credentials.

For any queries about the election, please contact us at [elections@susu.org](mailto:elections@susu.org)

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## SUSU Core Offer Calendar

As a Course Representative you will work primarily with the Education Zone, this is the area of our work which focuses on representing students' academic interests.

There will be times throughout the year where you may be called on to help promote and spread awareness for SUSU campaigns. There will be key meetings that you must attend such as the SSLCs but you may also be invited to attend additional meetings such as Student Forums, our Annual General Meeting or our Making Change Summits.

We have provided a calendar which shows the main campaign periods and key dates for meetings that you may be required to attend below. This provides a guide to the commitment required for this role throughout the academic year.

If at any point you find that you are struggling to balance voluntary work with your studies we understand that your degree must come first. Please, come and speak to us and we will always try our best to make things easier.

## Autumn Term

### October:

Training sessions  
SSLC Meetings with University Staff  
Student Forums

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## November:

Union Senate  
Annual General Meeting  
Making Change Summit

## Spring Term

## February:

Union Senate  
Student Forums  
Spring Elections (Faculty Officers)

## March:

Making Change Summit  
SSLC Meetings with University Staff

## Summer Term

## May:

Student Forums  
SSLC Meetings with University Staff  
Summer Elections (School and Department Presidents)  
Union Senate

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