Voluntary Officer
Ordinary Member

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.

As an Ordinary Member, you will sit on one of our 8 zones as a voting member of the committee. The Zones are how we describe the specific areas of work that the Union focuses on throughout the year. Each Zone committee is made up of a leading Sabbatical Officer, Student Leaders and Ordinary Members.

If you would like to be involved in the work of the Union, you can find out more about our zones, on our website here: www.susu.org/representation/minutes

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 an Ordinary Member, your role in this mission is described below.

The main purpose of your role:

1) To attend and contribute to all relevant zone meetings

2) To advise on projects and campaigns led by the zone

3) To ensure the zone appropriately carries out its ongoing tasks

The main responsibilities of your role:

To attend and contribute to all relevant zone meetings
- To attend all relevant zone meetings, and to read the relevant agenda and papers in preparation
- To be an active member of the zone, contributing to discussion and voting on decisions.
- Where attendance is impossible, to send appropriate apologies, and ensure that you use relevant minutes, or meet with a relevant staff or zone member to

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To advise on projects and campaigns led by the zone
- To contribute ideas and opinions to help plan and shape zone activity for the year
- To help set and work on zone objectives for the year
- To ensure the work of the zone is in the best interest of the wider student body

To ensure the zone appropriately carries out its ongoing tasks
- To listen to and comment on the reports of officers.
- To input on the grant decision making process.
- To ensure all relevant by-laws are up to date and being properly followed

Where can you find guidance?

Sabbatical Officer:

Evie Reilly, at **vpdci@susu.org**

Representation Coordinator (Democracy):

Katie Campling, at **Katie@susu.org**

Advice and Representation Director:

Sonia Cottrell, at **Sonia@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.

SUSU.
Our Students' Union

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Log in to our website at 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**

SUSU Core Offer Calendar

The key times that you will need to be available are the Zone committee meetings which take place twice each term. This is a total of 6 meetings each year that you are required to attend. From time to time, you may be invited to attend additional meetings such as our Annual General Meeting and our Making Change Summits where you can keep up to date with the work happening across SUSU.

We have provided a calendar below which shows the set weeks through the year when the Zone Committees will all be meeting. This calendar also provides a guide to the commitment required for this role throughout the academic year 2018/19.

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.