

Voluntary Officer Senator

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.

Our Union Senate is the committee that holds the officers of the Union accountable to their plans for the year, this includes reviewing the actions of the Sabbatical Officers to ensure they are representing students effectively. We have 8 Elected Senators, 8 Zone Rep Senators and a Chair of Senate who sit on this committee alongside studying for their degree.

As a Senator you will have a close link to the Democracy Zone, this area of SUSU focuses primarily on **accountability and transparency.**

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 Senator, your role in this mission is described below.

The main purpose of your role:

- 1) Scrutinise the work of Sabbatical Officers
- 2) Oversight of the activity of zones
- 3) Make decisions on high-level or wide reaching issues

The main responsibilities of your role:

To scrutinise the work of Sabbatical Officers and their zones

- To receive and approve the Sabbatical Officer's yearly plans in the first Senate meeting of the year.
 - To ensure that Sabbatical Officers are making sufficient progress against these plans, and to read the relevant reports updating on this progress.
 - To attend meetings of Senate, and any relevant meetings as advised by the Democracy team.
-

Voluntary Officer Senator

To have oversight of the activity of zones

- To hold the zone chair accountable, ensuring that the required meetings are being held and that relevant papers are appropriately presented
- To ensure that zones are working within their remits and to the benefit of the wider student body
- To ensure that zones are being made aware of and taking necessary action on relevant 'You Make Changes'

To make decisions on high-level or wide reaching issues

- To make decisions on issues or topics brought to Senate by the Zones
- To take a lead on the Union's political decision making
- To take appropriate action where officers or zones are underperforming or making decisions beyond their remit

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.

Voluntary Officer Senator

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 three Union Senate meetings, these happen once each term. 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 SUSU's work.

We have provided a calendar below which shows the date and times of all the relevant meetings you will need to attend. 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.

Autumn Term

15 November 2018 Union Senate Pre-brief

20 November 2018 Union Senate Meeting

W/C 26 November 2018 1:1 meetings with Senators

29 November 2018 Annual General Meeting and Making Change Summit

Voluntary Officer Senator

Spring Term

8 February 2019 Pre-brief with Senators

12 February 2019 Union Senate Meeting

W/C 18 February 2019 1:1 Meetings with Senators

Summer Term

6 May 2019 Pre-brief with Senators

8 May 2019 Union Senate Meeting

W/C 13 May 2019 1:1 meetings with Senators
