

Voluntary Officer

School President & Department President

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. As part of our latest revision of the Academic Representation structure, we've created two new roles aimed at more effectively representing each and every student at the University of Southampton, while also ensuring all reps have a manageable workload.

School Presidents help and support the Department Presidents and Faculty Officers. They encourage collaboration between Schools and Departments. They sit on School Programmes Committees and SSLCs (in the case of a single-Department school).

Department Presidents manage representation within their Department and organise and lead the Course Reps. They co-chair the Staff Student Liaison Committee within their Department as well as sit on School Programmes Committees. They only exist when a School has multiple Departments.

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 School President or Department President, your role in this mission is described below.

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The main purpose of your role:

- 1) To act as the lead academic representative for your School or Department.
- 2) To facilitate a positive relationship between University and Student Representatives.
- 3) To encourage participation in University-wide initiatives aimed at improving student experience.

The main responsibilities of your role:

To act as the lead academic representative for your School or Department

- To provide the main point of contact for all UG and PGT students within your area.
- To obtain student feedback on a range of issues relating to academic experience.
- To report on any changes and improvements to the student body and Faculty Officer.

To facilitate a positive relationship between University and Student Representatives

- To sit on relevant committees at a School or Department level.
- To meet regularly with the relevant staff members at a School or Department level.
- To regularly review student feedback alongside the University, and identify areas for improvement.

To encourage participation in University-wide initiatives aimed at improving student experience.

- To meet regularly with other Academic Representatives to plan and share ideas.
- To participate in University-wide consultation pieces as decided by the SUSU Education Zone and VP Education.

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- To encourage all students to participate in such events.

Where can you find guidance?

Sabbatical Officer:

Sam Dedman, at vpeducation@susu.org

Representation Coordinator (Education):

Kate Weston, at Kate@susu.org

Representation Team:

Available at 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.

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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

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 Education Zone Committee meetings 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

Voluntary Officer

School President & Department President

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
