



Course Representative

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.**

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 Department or School 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.

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).

To liaise with staff about feedback from students

- To find and maintain contact with key academic and admin staff.



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- 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.

Where can you find guidance?

Sabbatical Officer:

vpeddem@soton.ac.uk

Representation Team:

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.

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



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Time Commitment and Expectations

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 SSLCs, and you must attend any relevant SUSU meetings.

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.
