



Chair of Senate

About volunteering with SUSU:

Our vision for the future is that every student loves their time at Southampton
We are here to represent the voice of students at every level and ultimately make their university experience unforgettable.

Independent from the University, we're run by students, for students!

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 Sabbatical Officers and their student officers accountable to their plans for the year. This also includes reviewing the actions of the Sabbatical Officers to ensure they are representing students effectively. We have 16 Elected Senators and a Chair of Senate who sit on this committee alongside studying for their degree.

As Chair of Senate your focus is primarily on accountability, transparency and ensuring the smooth running of Senate.

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 Chair of Senate, your role in this mission is described below.

The main purpose of your role:

- 1) Scrutinise the work of Sabbatical Officers
- 2) Make decisions on high-level or wide-reaching issues
- 3) Ensure process is followed in line with SUSU's democratic values

The main responsibilities of your role:

To scrutinise the work of Sabbatical Officers

- To receive and approve the Sabbatical Officers' 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 and circulate the relevant reports updating on this progress.
- To chair meetings of Senate, and any relevant meetings as advised by the Democracy team.

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- To ensure that Sabbaticals are 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.
- To take a lead on the Union's political decision making.
- To take appropriate action where officers are underperforming or making decisions beyond their remit.

Ensure process is followed in line with SUSU's democratic values

- To circulate information regarding Senate to the student population in good time.
- To ensure the smooth running of SUSU's highest accountability body.
- To promote engagement in senate and ensure all students are able to contribute to issues affecting the student body.

Where can you find guidance?

Sabbatical Officer:

VP Education & Democracy at vpeddem@soton.ac.uk

Representation Team

The Representation team 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.

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

Time Commitment and Expectations

The key times that you will need to be available are the three Union Senate meetings, these happen once each term. You will be invited and expected to attend additional meetings such as our Annual General Meeting, where you can keep up to date on all things SUSU.

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.

Term of office: 1st July – 30th June
