

The Falmouth & Exeter Students' Union Green Committee

SU Travel Officer
Role Descriptor



Short Description:

You will be working with the Green Committee to focus on educating students and raising awareness with staff and the wider community to make more sustainable travel choices.

Status:	Green Committee Officer
Elected:	By secret ballot by Falmouth and Exeter Students
Term of Office:	1 Academic Year
Accountable to:	The student body via SU Board of Trustees, SU Student Council, Annual General Meeting and Union General Meetings
Member of/attends:	Green Committee Meetings with the SU President Student Experience Regular Updates with SU Student Voice staff Meetings with the Sustainability teams across both institutions and FXPlus Active involvement in events such as Sustainability Week Other groups or meetings as appropriate and mandated
Hours:	As the role requires and can be flexible dependent on studies.
Remuneration:	This is a voluntary role, however, out of pocket expenses will be paid where appropriate.

Role Summary:

- The travel officer will focus on educating students and raising awareness with staff and the wider community to make more sustainable travel choices.
- Working with The Green council to propose viable solutions at higher level meetings, you will report back on progress to the Green Committee and the wider student body. back on progress to the Green Committee and the wider student body.

Responsibilities:

1. To attend all meetings as required by the role;
2. To maintain an awareness of issues affecting sustainable travel.
3. To promote sustainability issues and good practice to students in consultation with the Green Committee, SU Presidents and relevant SU staff;
4. To promote sustainability within services and support to students in consultation with the Green Committee, SU Presidents and relevant SU staff;
5. To campaign and raise awareness of sustainability issues affecting student groups;
6. To liaise with relevant student sustainability societies;
7. To work with the Green Committee to help develop effective sustainable policy and practices within SU in line with SU protocols;
8. To work with SU staff and elected Officers to review services and activities and ensure that they promote and support sustainability;
9. To work towards ensuring a minimum of one SU event during the academic year is held to focus on sustainability issues;
10. To represent the student view and experience when working with the SU to submit proposals for relevant activity together which supports the sustainability agenda.

General Duties:

1. To undertake training as required to fulfil your role;
2. To conduct yourself appropriately as a public representative of students and SU.
3. To make yourself known to the students you represent;
4. To effectively communicate information and plans with relevant members of the SU team;
5. Ensure that SU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
6. Carry out duties within the scope of the role as set out in the SU Constitution & By-laws or as mandated by the SU Board of Trustees, SU Student Council, Referenda and General Meetings;
7. To contribute to a written report to the SU Student Council on duties undertaken.
8. To promote SU and student involvement in line with SU branding and marketing guidelines.
9. To deliver a handover for your successor.

Key Contacts

- SU Student Experience (Mentor)
- President Welfare & Inclusivity
- President Falmouth
- President Exeter
- SU Green Committee
- Student Voice Team