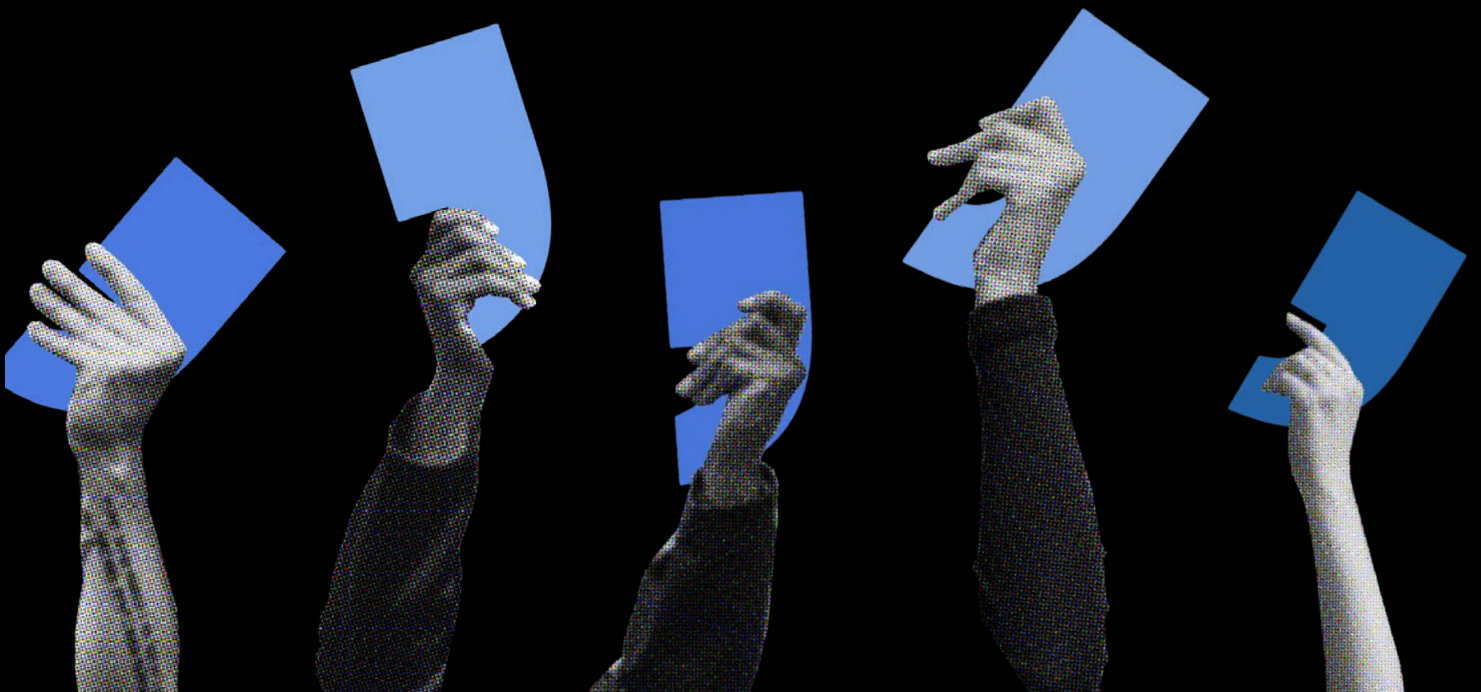


The Falmouth & Exeter Students' Union Student Council

SU Open Officer (Exeter)
Role Descriptor



SU Open Officer (Exeter)

Short Description:

You will be working with SU Presidents, SU staff, and the Exeter student rep system, to make improvements to the experience of all Exeter students on Cornwall campuses.

Status:	Part-Time Officer
Elected:	By secret ballot by all 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:	SU Student Council (twice a term Manifesto Update with President, Exeter (twice a term, at least once with SU Student Voice staff member) 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:

- To represent and campaign on the student learning experience within University of Exeter Cornwall campuses;
- To work closely with the SU President Exeter, other SU education officers, the student rep system, and SU Student Voice staff, to strengthen academic representation within SU.

Responsibilities:

1. To attend all meetings as required by the role;
2. To maintain an awareness of and encourage student involvement in NUS academic campaigns and other regional, national and international campaigns of relevance to students where appropriate;
3. To attend other relevant meetings and make contact with appropriate colleagues within Exeter University and Falmouth Exeter Plus as well as external organisations where appropriate;
4. To work with SU colleagues in developing relations with the Students' Guild and student reps based at other Exeter campuses and online;
5. To work with SU colleagues to deliver on agreed SU priorities regarding Exeter Students;
6. To liaise with, support and be involved with relevant SU societies

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 regularly provide 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 President Exeter (Mentor)
- SU Education Officer (UG Exeter)
- SU Education Officer (PG Exeter)
- SU PGT Officer (Exeter)
- SU PGR Officer (Exeter)
- Student Voice Team