

# The Falmouth & Exeter Students' Union Student Council

SU Student Voice Chair  
Role Descriptor



# SU Student Voice chair

**Short Description:**

This is the highest office of the Student Council; you preside over important Student Council meetings and outside of these meetings you are the head and spokesperson for the Student Council and represent the team to the outside world. You ensure meetings convened by the SU run smoothly and in an orderly fashion.

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) Development Update with mentor (twice a term), other groups or meetings as appropriate and mandated 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 chair SU Student Council meetings, the SU Annual General Meeting (AGM), other Union General Meetings (UGM) and other meetings such as a debate for an SU Referendum;
- To ensure the above meetings are organised and conducted in an appropriate manner according to SU procedures and legal obligations.

Responsibilities:

1. To attend all meetings as required by the role;
2. To follow the SU by-law for the Student Council, with particular importance given to holding elected SU Officers to account;
3. To ensure the SU Student Council, SU General Meetings and SU Referenda operate in accordance with the SU Constitution and by-laws;
4. To keep up to date with various student representation systems in place across the SU, Exeter, Falmouth, Falmouth Exeter Plus and externally;
5. To work with SU staff in ensuring all SU Student Council positions are filled as far as possible;
6. To ensure the SU Student Council reports to the SU AGM and other meetings as appropriate;
7. To liaise with SU staff in organising SU Student Council meetings, the SU AGM, SU UGMs and other SU meetings.

#### 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

- Student Voice Manager (Mentor)
- President Falmouth
- President Exeter
- President Student Experience
- President Welfare & Inclusivity
- Chief Executive Officer