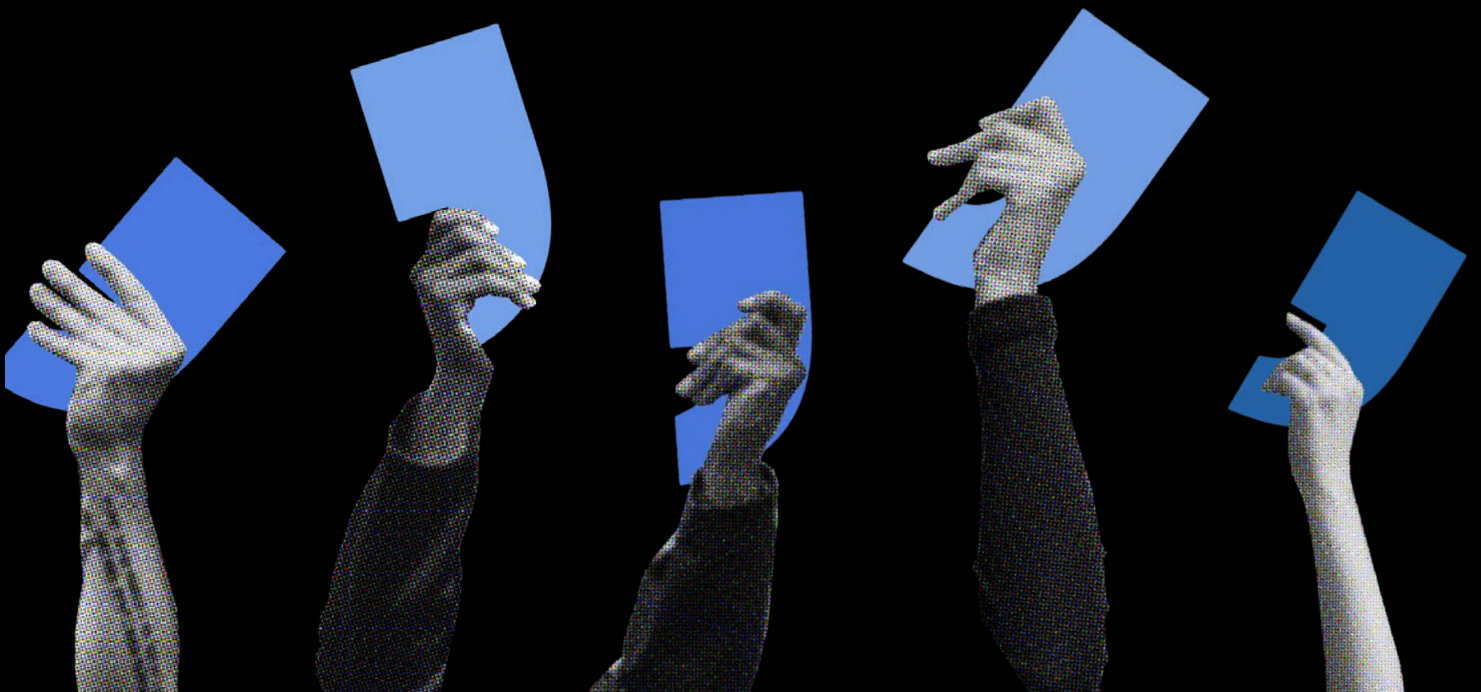


# The Falmouth & Exeter Students' Union Student Council

SU Societies Officer  
Role Descriptor



# SU Societies Officer

## Short Description:

You will be working with SU Presidents, and SU staff to represent and campaign for society and student opportunities issues to make things better for SU's ever growing societies

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) SU Student Opportunities Forum (at least 1:1 with SU President Student Experience (twice termly) Regular updates with SU Student Opps staff 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 students' interests with particular regard to societies' matters
- To work closely with SU President Student Experience and staff - particularly the Student Opportunities team - to develop support for societies and related activities and facilities.

Responsibilities:

1. To attend all meetings as required by the role;
2. To be the joint chair of the SU Student Opportunities Forum
3. To attend any necessary committees where representation of student societies is expected;
4. To consult with SU societies, in particular Presidents and committee members, to identify their development needs, promote their successes and to address and share information with the President Student Experience and appropriate SU staff
5. To assist the President Student Experience and Student Opportunities Team to conduct Society observations
6. To promote how to, and assist students in, setting up new societies in consultation with SU staff
7. To consult with students about existing and proposed opportunities, facilities and ideas for future developments and feed this into planning processes.
8. To promote and contribute to the planning and delivery of the Welcome Week programme and other related SU Student Opportunities Campaigns eg. Give it a Go Week, particularly regarding society-related activities
9. To represent the student view and experience in the planning of SU one-off events
10. To manage and report on any budgets received in line with SU procedures
11. To submit termly written reports & to work with the Student Opportunities team to submit an annual report to the SU Student Opportunities forum.

#### 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 Student Experience (Mentor)
- SU Activities Team
- SU Activity Groups – namely Societies but also clubs
- SU Student Council
- Student Opportunities Team
- Student Voice Team