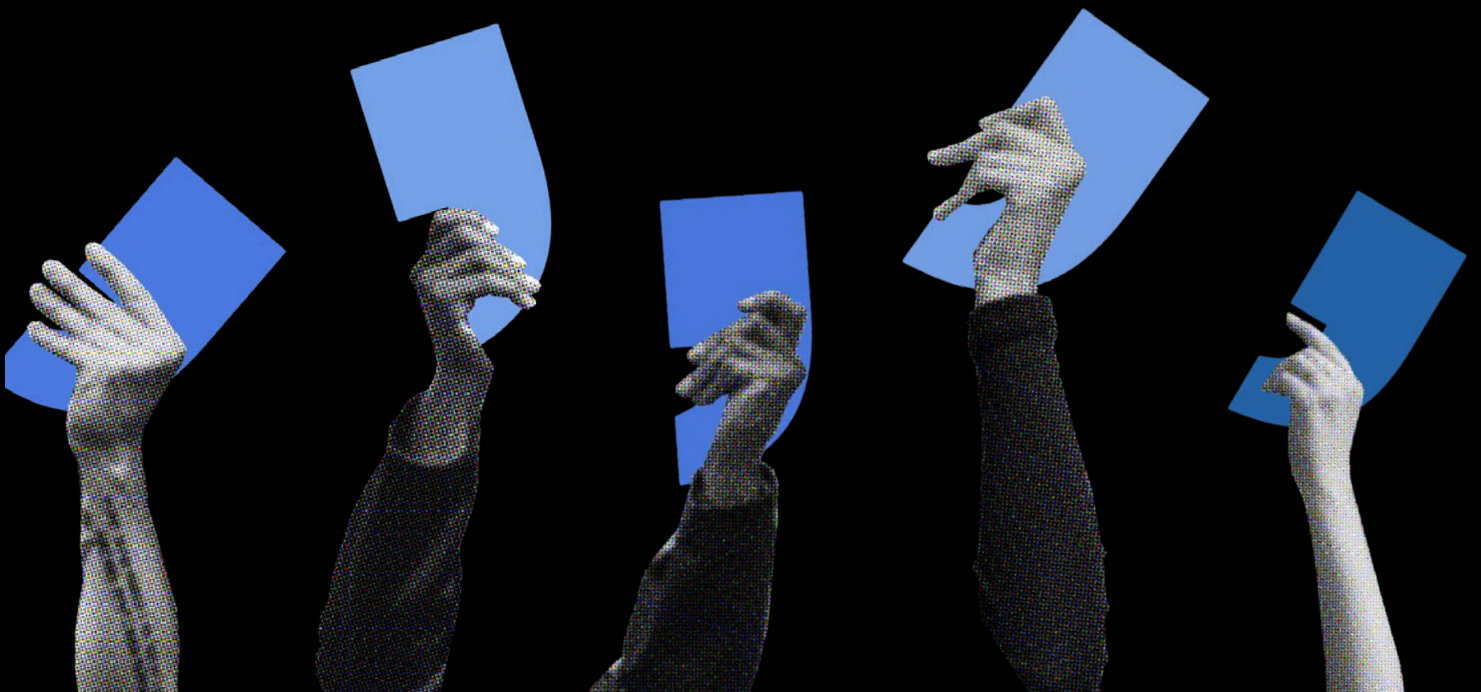


The Falmouth & Exeter Students' Union Student Council

SU Fundraising Officer
Role Descriptor



SU Fundraising Officer

Short Description:

You will represent students' views and experience when working with SU Presidents, and SU staff to engage students in fundraising for charities.

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) 1:1 with SU President Student Experience (twice termly) 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 charity fundraising activities.
- To work closely with the SU President Student Experience and SU Staff to develop support for fundraising and related activities and opportunities.
- To report on fundraising efforts to the SU Opportunities team to ensure the fundraising is celebrated.

Responsibilities:

1. To attend any meetings as required by the role.
2. To attend any necessary committees where representation of student fundraising is expected.
3. To consult with fundraising volunteers, to identify their development needs, promote their successes and share information with the President Student Experience and appropriate SU staff.
4. To work in partnership with the Volunteering Officer to assist the President Student Experience and SU Staff to conduct volunteering observations.
5. To promote the setting up of new fundraising initiatives in consultation with SU staff.
6. To consult with students about existing and proposed fundraising opportunities, facilities and ideas for future developments and feed this into planning processes to ensure member satisfaction.
7. To promote and contribute to the planning and delivery of the Welcome Week programme and other related activities and campaigns throughout the year, particularly regarding fundraising activities.
8. To represent the student view and experience when working with SU staff to submit proposals for relevant activity together to enhance this area of SU's work.

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 & Bye-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 the 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 Opportunities Team
- Volunteering Officer
- SU Student Council
- Student Voice Team