

# School President & Department President Role Profile



## About volunteering with SUSU:

School Presidents help and support the Department Presidents and Faculty Officers. They encourage collaboration between Schools and Departments. They sit on School Programmes Committees and SSLCs (in the case of a single-Department school).

Department Presidents manage representation within their Department and organise and lead the Course Reps. They co-chair the Staff Student Liaison Committee within their Department as well as sit on School Programmes Committees. They exist when a School has multiple Departments.

In order to apply for the role, you must be a student in the relevant school or department. When applying for this role you are confirming that you meet the eligibility criteria for the role.

We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.

## Main purpose of the role:

- 1) To act as the lead academic representative for your School or Department.
- 2) To facilitate a positive relationship between University and Student Representatives.
- 3) To encourage participation in University-wide initiatives aimed at improving student experience.

## Main responsibilities of the role:

### To act as the lead academic representative for your School or Department

- *To provide the main point of contact for all UG and PGT students within your area.*
- *To obtain student feedback on a range of issues relating to academic experience.*
- *To report on any changes and improvements to the student body and Faculty Officer.*

### To facilitate a positive relationship between University and Student Representatives

- *To sit on relevant committees at a School or Department level.*
- *To meet regularly with the relevant staff members at a School or Department level.*
- *To regularly review student feedback alongside the University, and identify areas for improvement.*

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To encourage participation in University-wide initiatives aimed at improving student experience.

- To meet regularly with other Academic Representatives to plan and share ideas.
- To participate in University-wide consultation pieces.
- To encourage all students to participate in such events.

## Where can you find guidance?

- Sabbatical Officer: [vpeducation@soton.ac.uk](mailto:vpeducation@soton.ac.uk)
- Representation Team: [representation@soton.ac.uk](mailto:representation@soton.ac.uk)

## How to nominate for the role:

In order to stand as a candidate, you will need to submit a short statement letting everyone know why they should vote for you. You don't need to have any previous experience so simply focus on what you will achieve if elected.

Log in to our website at [www.susu.org/elections](http://www.susu.org/elections) and fill out the nominations form. There is no need to create a new account, just use your University credentials.

For any queries about the election, please contact us at [representation@soton.ac.uk](mailto:representation@soton.ac.uk).

## Time Commitment and Expectations:

There will be times throughout the year where you may be called on to help promote and spread awareness for SUSU campaigns. There will be key meetings that you must attend and you must attend relevant SUSU meetings.

If at any point you find that you are struggling to balance voluntary work with your studies we understand that your degree must come first. Please, come and speak to us and we will always try our best to make things easier.

Term of office: 1<sup>st</sup> July – 30<sup>th</sup> June