

Role Descriptor: Exec Chair

The D&S Exec is responsible for supporting, representing, and coordinating the Diversity & Support groups. The committee ensures that students' diversity and support-related concerns are being addressed by the Students' Union and the University. Members may play a role in student engagement activities relevant to E,D&I.

Duties and Responsibilities

- Leading and managing regular Executive Committee meetings.
- Collaborating with the Community Officer and SU staff to prepare Exec agendas and consult on subjects related to Diversity & Support Groups.
- Liaising with Exec members on emerging issues to add to the Exec meeting agenda.

Additional Responsibilities

- Leading on the planning of any Exec campaigns or projects related to equality, diversity & inclusivity (EDI)
- Representing students at the University's Equality, Diversity & Inclusivity Committee (EDIC)
- May represent the Exec at SUMmit

Meeting Commitments & Training

Exec Committee Training

- Friday 27 September 12:00 – 13:00, 1 East Meeting Room

Executive Committee Meeting

- Wednesday 23 October
- Tuesday 19 November
- Monday 02 December
- Tuesday 11 February
- Thursday 06 March

Pre-Meetings / approx. 30 – 60 mins / Online or In-Person

- Schedule at least one week before an Executive Committee Meeting

Skills Development Opportunities

✓ Confidence

✓ Organisation/Planning

✓ Decision making

✓ Delegation

✓ Teamwork

✓ People management

✓ Time management

✓ Chairing

✓ Campaign running

✓ Event management

The SU provides additional development training for other skills you wish to develop. Please check our [Student Leader Hub](#) for more information.

Key Contacts

SU Community Officer: sucommunity@bath.ac.uk

Student Voice Coordinator: su-voice@bath.ac.uk