

Role Descriptor: Exec Member

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

- Attend and contribute to regular Executive Committee meetings.
- Work with other members of the Exec to lead on representation of issues or campaigns relevant to D&S groups.
- Ensuring you read meeting papers and agendas in advance.

Role Specific Responsibilities

Treasurer

- Oversee and approve D&S Group budget requests.
- Lead on any D&S Exec events/campaigns, along with the Chair.
- Liaise with the SU Community Officer, Exec Chair, and relevant SU staff on handling and approving budget requests.

Publicity Officer

- Work with SU Marketing to organise marketing of the group, e.g., social media takeovers, posts etc.
- Responsible for improving the reach & visibility of the Exec.

Group Chair

- Represent your group at the Exec, including bringing any emerging member/group issues to the Exec.
- Communicate regularly with the rest of committee to ensure they are kept up to date on matters relating to your student group.

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

Skills Development Opportunities

✓ Confidence	✓ Organisation/Planning
✓ Decision making	✓ Communication
✓ Teamwork	✓ Problem Solving
✓ Time management	✓ Campaign & 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