

# Role Descriptor: Exec Chair

The International Exec is a group of elected international students which supports the Community Officer. The role of the Exec is to represent the international student voice in The SU and to the University. The Exec works together to identify key issues and represent international student views through campaigns, meetings, and other outreach activities.

## Duties and Responsibilities

- Liaise with the SU Community Officer and SU staff.
- Chair regular group committee meetings.
- Liaise with the other Exec members to coordinate activities.
- Communicate regularly with the committee to ensure smooth running of the group to achieve its aims.
- Attend all International Executive Committee meetings.

## Additional Responsibilities

- Leading on the planning of any Exec campaigns or projects related to the international student experience.
- Attend SU-run feedback forums for international students.
- May represent the Exec at SUMmit

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## Meeting Commitments & Training

### Exec Committee Training

- Tuesday 22 October 13:15 – 14:05, 1 East Meeting Room

### Executive Committee Meetings

- Monday 28 October 12:15 – 13:05, 1 East Meeting Room
- Thursday 05 December 13:15 – 14:05, 1 East Meeting Room
- Wednesday 05 March 12:15 – 13:05, 1 East Meeting Room
- Wednesday 23 April 13:15 – 14:05, 1 East Meeting Room

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

- Schedule at least one week before an Executive Committee Meeting

## Skills Development Opportunities

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✓ Confidence

✓ Organisation/Planning

✓ Decision making

✓ Delegation

✓ Teamwork

✓ People management

✓ Time management

✓ Chairing

✓ Campaign running

✓ Event management

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

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## Key Contacts

SU Community Officer: [sucommunity@bath.ac.uk](mailto:sucommunity@bath.ac.uk)

Student Voice Coordinator: [su-voice@bath.ac.uk](mailto:su-voice@bath.ac.uk)