

This opportunity profile is designed to give you an idea of what your Executive Committee position will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

Role: Media Officer

Department: Media (Supported by Marketing)

Duties and Responsibilities:

- Chairs the Media Executive Committee and Media GMs;
- Is responsible for co-ordination of Media activities;
- Works with other Executive Officers to ensure the cool runnings of all areas of Media;
- Acts as a secondary financial signatory for central Media accounts in accordance with and up to limits set by Bath SU's financial procedures (Bath SU Regulation 2);
- Acts as chair of Media disciplinary proceedings when requested to do so;
- Is an ex-officio member of Bath SU's Review Panel;
- Is not permitted to hold any other elected positions within Media;
- In the event of a tied vote, the Media Officer has the casting vote

Time Commitment:

6+ hours a week
Plus attendance at Media Exec meetings and GMs.

Venue: URB, CTV and bathimpact, marketing office and across campus.

Responsible to: SU President

Main Tasks:

- Chairing Executive Meetings
- Designing the General Meeting presentation
- Overseeing large events run by media and encouraging synergy between the 3 groups.

Members of SU Staff:

SU President (supresident@bath.ac.uk)

- Represents students in Media
- Provides advice and support for all students in Media
- Gives strategy and development to Media and the areas within it.

Helen Freeman Marketing Manager (h.freeman@bath.ac.uk)

- Oversees the area as a whole
- Deals with Risk Assessments for big events
- In charge of all the Health and Safety for society events and activities
- Setting up elections
- Retrieving results for online elections
- All administration duties

Training and Support:

- Handover training with the previous Media Officer
- Committee training via skills training

Useful Requirements:

- Participation in previous Media groups, events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Good skills for chairing meetings
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills
- The ability to delegate tasks efficiently

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	✓
Verbal Communication	✓	Time Management	✓	I.T.	
Delegation	✓	People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	

For further info contact:
SU President
SUPresident@bath.ac.uk

Website:
www.bathstudent.com/media