SU Forum Chair – Role Descriptor

Status: Part-time officer

Elected: By secret ballot by Falmouth and Exeter Students

Term of Office: One academic year (If Officer leaves university before term of office has completed, the Officer will simply stand down from post).

Accountable to: The student body via SU Board of Trustees, SU Student Council, Annual General Meeting and Union General Meetings

Hours: Approximately, 4 hours per month

Remuneration: This is a voluntary role.

Forum Chair Responsibilities:

* Collaborate with Forum Vice Chair, SU staff and sabbatical officers to plan, publish and promote Forum agenda.
* Chair the Forum meetings (with support from the Vice Chair as needed)
* Lead on the facilitation of healthy debate and discussion at Forum meetings

Joint Responsibilities (shared with Forum Vice Chair):

* Where appropriate, invite relevant students and speakers to share experiences and information at Forum.
* Assist with communicating Forum outcomes to students.
* Encourage student engagement in SU democracy, empowering students to lead and create change.
* Make yourself known to the students of the union.
* Attend meetings with staff from The SU, Falmouth University, the University of Exeter or FX Plus as required by the role.
* Attend Forum Chair training at the beginning of your role and other SU training opportunities relevant to your role.
* Carry out responsibilities in line with The SU constitution and bylaws.

Key contacts

* SU Sabbatical Officers
* Forum Vice Chair
* SU Engagement Team