

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

**THE FALMOUTH
& EXETER
STUDENTS'
UNION**

