

SU Forum Vice 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 Vice Chair Responsibilities:

- Collaborate with Forum Chair, SU Staff and sabbatical officers to plan, publish and promote forum agenda;
- Create the presentation for Forum, collating relevant information from Officers & proposers.
- Take minutes at Forum and Executive Committee meetings, and support with publishing in a timely manner;
- Monitor and support the online function of Hybrid Forum meetings.
- Support the facilitation of healthy debate and discussion at Forum meetings.
- Deputise in the absence of the Forum Chair.

Joint Responsibilities (shared with Forum 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 Chair
- SU Engagement Team