



**SUBU**  
Students' Union  
Bournemouth University

# Committee Expectations

What we expect from you

# What is a Committee role?

First and foremost, you are a volunteer. You have volunteered your time to give back to your club communities and build on the experiences your club provides to give your members a quality experience.

That said, there are some expectations we need to set before term begins.

# So, what do we expect?

Our expectations fall into 4 categories:

1. Communication
2. Processes
3. Training
4. Ambition and Respect





# 1. Communication

## What we expect of Clubs

We expect open Communication between your Committee and the Student Opportunities / Media teams to make sure everything is running smoothly.

You should be checking your emails, teams and social channels for communications from us and your members.

## What you can expect from us

We will communicate all relevant notices as soon as possible, via email- we will send things to your club email address

We aim to respond to all email queries within 3 working days. During peak times (e.g. Freshers), this could take up to 5 working days.

The team do not work weekends, queries sent after 4:30pm on a Friday will not be picked up until the following week.

You can book in to see us in person via the link on the Committee Zone.

## 2. Processes

### **What we expect of Clubs**

We expect you to engage with your required processes, including telling us when things aren't working!

### **What you can expect from us**

We consistently review our processes to ensure they are fit for purpose and put the minimum amount of admin burden on you.

We support you to adhere to these processes.

## 3. Training

### **What we expect of Clubs**

We expect you to engage with provided training, this includes continued training opportunities through the Student Leader Collective.

### **What you can expect from us**

We facilitate all required training, absorbing incurred costs where necessary.

We also ensure there is suitable accessibility adjustments in place for you as needed.

## 4. Ambition and Respect

### **What we expect of Clubs**

We want students to enjoy their time at BU, particularly during your time in Committee.

That said, we are not your personal assistants, and our relationship is a working one. You need to respect the staff team accordingly.

You are accountable to your members.



## 4. Ambition and Respect

### **What you can expect from us**

Our relationship is a working one. We will respect you as the Committee members of your Society, and your autonomy to decide on your activities and limit our interference with the day to day running of your club.

We also respect that this is a voluntary opportunity, and our time commitment expectations will reflect this accordingly. We will work around your studies.







Collaboration between your Committee and the SUBU staff team will allow us to support you in your efforts to create memorable experiences.

By adhering to the expectations and responsibilities set out above, we are in for a great year!

If you have any questions, please ask!





# Thank you

**SUBU**  
Students' Union  
Bournemouth University