



**STUDENTS'
UNION**
BOURNEMOUTH UNIVERSITY

STUDENT ELECTIONS

SUBU Faculty Rep and Faculty Officer Role Descriptions

August 2021

Roles	<p>There will be up to three Faculty Reps elected for each Faculty. One of the Faculty Reps for each Faculty will also be the Faculty Officer, a SUBU Part-Time Officer role.</p> <p>Faculty Officers roles are as follows:</p> <ul style="list-style-type: none"> • Faculty of Health and Social Sciences Officer • Faculty of Media and Communication Officer • Faculty of Science and Technology Officer • Bournemouth University Business School Officer
Responsible To	<p>Faculty Reps: To all students within the Faculty, including Student Reps.</p> <p>Faculty Officers: To the members of the Union and the Board of Trustees, in addition to the Faculty Rep role.</p>
Time Commitment (approx.)	<p>Faculty Reps: 1-2 hours per week.</p> <p>Faculty Officer: Additional 1-2 hours per week.</p> <ol style="list-style-type: none"> 1. Executive Committee: 1 hour, every other week during term-time. 2. SUBU Summit: 2.5 hours, 4 times per year. 3. Student Members' Meeting: 2 hours, once a year. <p>BU Meetings: 2-3 hours, 5 times per year (+ 1 hour briefing with Policy Adviser)</p>
Role Duration	One academic year
Staff Liaison	<p>SUBU: Student Voice and Policy Department Democracy and Campaigns Department Full-Time Officer Team</p>

ROLE PURPOSE

Faculty Reps:

Faculty Reps shall be responsible for championing their faculty students' voices by attending relevant boards and committees within the Bournemouth University Senate Committee Structure. Faculty Reps are expected to develop an understanding of trends in feedback across their Faculty and present this broad level feedback, ensuring that the collective voice of students is heard at the appropriate levels within the University. Faculty Reps also provide a vital role in engaging Student Reps in order to be able to acquire relevant and robust feedback through SimOn.

Faculty Officers:

Additionally, one Faculty Rep will also serve as the Faculty Officer for their faculty with additional responsibilities. As a Part-Time Officer the post holder is expected to proactively champion the rights and needs of SUBU members. They help lead the development of the Union whilst providing oversight and scrutiny of SUBU's work. They help support the Full-Time Union Officers and Students' Union staff to deliver relevant campaigns and policies. The Part-Time Officers are also expected to attend and represent student views at the Union's democratic meetings such as the Executive Committee, SUBU Summit and Student Members' Meeting.

ROLE RESPONSIBILITIES

Faculty Reps:

1. Collate feedback collected by elected Student Reps and Department Reps and highlight trends between the Programmes and Departments.
2. Support the running of and attend the monthly Faculty Rep Forums.
3. Prepare for and attend Faculty Academic Standards and Education Committee (5 per year) and Faculty Academic Boards (3 per year).
4. Liaise with SUBU regarding meeting briefings, debriefings and meeting outcomes.
5. As necessary, deputise for Faculty Officers by attending Academic Standards and Education Committee.
6. As necessary, meet with Faculty staff outside of scheduled meetings.

Additionally, Faculty Officers are expected to:

1. Be the lead Student Representative for the Faculty at SUBU, supporting other Student Representatives.
2. Prepare for and attend Academic Standards and Education Committee (five per year).
3. Engage fully with the Union's democratic processes, including actively participating at every meeting of the Executive Committee, SUBU Summit, Student Members' meeting and any other Committee of which they are a member.
4. Support and work with SUBU members to promote and bring about change based on manifestos and Union Policy.
5. Engage in collective decision making and collective accountability with the Executive Committee.

WHY YOU SHOULD BECOME A FACULTY REP OR FACULTY OFFICER

1. Create positive change for your Faculty.
2. Gain experience and transferable skills which will boost your employability.
3. Build networks and relationships with Officers, key members of staff at the Union and University, and external organisations.

REQUIREMENTS

- Only students that belong to the Faculty the post represents can stand for election.
- The Faculty Officer role is only available to SUBU members.
- There are no formal requirements for the role; however, the post holder will be expected to attend a compulsory training session which will be provided by SUBU, and all BU meetings where attendance is mandated.
- The post holder will also be expected to attend further training and meeting briefings throughout the year.
- In line with the Code of Conduct, if a post holder fails to carry out their duties as detailed, they may be removed from post

ELECTION

There shall be a single, combined election for the Faculty Reps (up to 3 roles per Faculty) and Faculty Officer. The individual who receives the most votes in the Faculty Rep election shall be eligible for the role of Faculty Officer, providing that they are a SUBU member. If the individual with the most votes is not a SUBU member the position will go to the individual with the second highest number of votes and so on.

