



**STUDENTS'
UNION**
BOURNEMOUTH UNIVERSITY

STUDENT ELECTIONS

SUBU Summit Chair Role Description

August 2021

Role Title	SUBU Summit Chair (also known as the Student Council Chair)
Responsible To	The members of the Union and the Board of Trustees
Time Commitment (approx.)	2-5 hours per week 1. Campaign Work: 1-3 hours per week 2. Executive Committee: 1 hour, every other week during term time 3. SUBU Summit: 2.5 hours, 4 times per year 4. Student Members' Meeting: 2 hours, once a year
Role Duration	One academic year
Staff Liaison	SUBU Democracy and Campaigns Department Full-Time Officer Team



ROLE PURPOSE

The SUBU Summit Chair shall be responsible for engaging students with the Summit, overseeing the conduct, setting the agenda, holding the Full-Time Officers to account and ensuring that it is held in accordance with SUBU's governance procedures.

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.

ROLE RESPONSIBILITIES

1. Ensure that the SUBU Summit is run in a fair and democratic manner.
2. Chair the SUBU Summit.
3. Retain oversight of the implementation of Union policy.
4. Ensuring the effective representation of students through proactively gathering a range of student views and advocating on their behalf.
5. Supporting and working with members to promote and bring about change based on manifestos and Union Policy.
6. Promoting participation and active citizenship within the student body.
7. Helping students to lead campaigns and projects that seek to improve the student experience.
8. Representing members to the Union and University through being an active participant at relevant committees and meetings.
9. Engaging in collective decision making and collective accountability with the Executive Committee.
10. Informing policy within the Union and University on matters relevant to their remit.
11. Engaging 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.

WHY YOU SHOULD BECOME THE SUBU SUMMIT CHAIR

1. Create positive change for all students at BU.
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

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.

The post holder will also be expected to attend further training throughout the year.

