

This profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments and duties you can expect from taking up that role.

Role: Diversity and Support Executive Chair	SU Department: Voice
Main staff contact: Student Voice Co-ordinator (Melissa Oram mvo30@bath.ac.uk)	Last updated: March 2023
Student Officer Contact: Community Officer (Blake Walker sucommunity@bath.ac.uk)	

What is the Diversity & Support Executive?

The Diversity & Support Executive Committee (D&S Exec) is responsible for supporting, representing, and coordinating the eight [Diversity & Support groups](#). The committee ensures that students' diversity and support-related concerns are being addressed by the Students' Union and the University (see [Terms of Reference](#)).

The D&S Exec supports the [SU Community Officer](#) & [The Student Voice Coordinator](#) to flag issues and implement solutions related to the running of the Diversity and Support Groups as well as Equality Diversity and Inclusion (E, D & I) themes more broadly. Members may play a role in student engagement activities relevant to E, D & I should they wish.

Role Summary

As Chair, your role will be to liaise with stakeholders, chair meetings and generally be the main place of contact for both SU Staff and Chairs of the D&S group committees. All members of the Diversity and Support Exec will work together on issues, support and wider projects or campaigns.

Duties and Responsibilities:

- Attend and contribute to regular committee meetings, including providing updates on projects or campaigns.
- Liaise with the Community Officer and relevant SU staff on a regular basis.
- Communicate regularly with the rest of committee to ensure smooth running of the group to achieve its aims.
- Liaise with other ED&I representatives within The SU to identify emerging issues.
- Work with other members of the Exec to lead on representation of issues or campaigns relevant to D&S groups
- Ensure an effective handover is carried out with the succeeding D&S Exec members.

Time Commitment over one academic year:

- Five 1-hour D&S Executive meetings (1 E, 3.20 Meeting Room):
 - Fri 11/11/2022 13:15 - 14:05
 - Mon 12/12/2022 12:15 - 13:05
 - Fri 17/02/2023 12:15 - 13:05
 - Thu 16/03/2023 13:15 - 14:05
 - Mon 17/04/2023 13:15 - 14:05
- Regular contact with SU staff, Community Officer, and other Exec members.
- Support around engagement activities (willing to be flexible)
- Planning and preparation time for events and campaigns.

Venue:

Meetings will usually be held in person.

Training:

In-house training provided by The SU.