

Activities Officer

All SU Officers

SU Officers share the following responsibilities with the independent and co-opted trustees:

- Ensuring the SU has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the SU and for its behaviour
- Ensuring the SU complies with all legal and regulatory requirements
- Acting as guardians of SU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that the SU’s governance is of the highest possible standard ¹

However, the SU Officers, as Trustees elected by the Members of the SU are also charged with ensuring that the views of the student body are researched and represented. All Officers also actively work to promote the values of democracy, diversity and equality of opportunity as well as ethical and environmental values amongst the student population.

Activities Officer

The Activities Officer is responsible for the strategic development of the activities of the arts, societies and training and enterprise areas of the Union.

S/he will work with the student Executive committee within the Societies area. S/he will aid the Executive with the strategic development of the Societies area, as well as acting as a representative for Societies both to the University and on a national scale. Extra-curricular accreditation and development opportunities are also supported and co-ordinated by the Activities Officer, including the Bath Award and Student Enterprise.

Portfolio responsibilities

Key Accountability	Performance Indicator
<i>General SU Officer Responsibilities</i>	
Ensure that the Membership’s views are researched and represented.	High satisfaction levels from membership and low levels of complaints.
Ensure the SU's representational goals are effectively formulated and progressed and that representational and political issues are regularly reviewed by the SU Officer team	Actions and impacts regularly updated against the plan. High satisfaction levels from membership
Ensure efficient and effective communication takes place between SU Officers and all areas of the SU	General awareness of SU activities amongst staff and SU Officers.

¹ The SU’s Bye-Law 6, Trustee Roles and Responsibilities

Key Accountability	Performance Indicator
	Positive relationship between SU Officers, staff and the Membership
Ensure that the SU's Values are communicated and promoted throughout the SU and its Membership	Membership and all staff respected and have respect for others. Values of the SU are understood, respected, promoted and are reflected in the behaviour of SU Officers, staff and the Membership
Support effective representation at faculty level through attending meetings for the relevant faculty and liaising with the Education Officer and faculty reps	Awareness of faculty specific issues. Routine attendance at relevant committees (BoS, FLTQC)
Providing individual student support/representation in disciplinary and academic appeal processes, working with the Education and Community Officers as appropriate	Positive feedback from Members
Uphold, develop and maintain Ethical and Environmental standards in the SU	High ethical and environmental standards
Role Specific	
Key Accountability	Performance Indicator
Monitor relevant area specific issues which may affect Members	Awareness of relevant issues with the ability to comment and campaign when required
Support Societies, the Development and Enterprise areas and encouraging them to develop themselves	Ensure Societies, the Development and Enterprise areas update their area development plans annually – in April/May
Co-ordinate, motivate and develop volunteers in Societies and the Development and Enterprise areas	Good levels of knowledge and high levels of satisfaction amongst volunteers. Effective volunteer recognition and accreditation programmes. High attendance at volunteer training
Work with the Activities Manager to support the Societies Executive in ensuring the development of the area.	High levels of participation. Area development plans completed in April/May
Work with the Community Officer to ensure effective collaboration between the Societies area and Volunteering and the ISA.	High international student participation. Regular collaboration between groups within both areas on events and projects.

Key Accountability	Performance Indicator
Seek advice from the Postgraduate Officer to develop postgraduate specific opportunities and ensure Postgraduates are easily able to join and participate in student groups and activities.	High levels of postgraduate student involvement and satisfaction
Work with the Bath Award Co-ordinator to support and promote the development of the Bath Award	High participation in the Bath Award. High profile for the award amongst University staff.
Ensure Societies, are financially sustainable	Budget allocations to be made by September Regular meetings with area treasurers
Take a lead on developing and maintaining Ethical and Environmental standards in the SU	High ethical and environmental standards
Ensure Ethical and Environmental standards are monitored throughout the SU. Attend related University meetings. Support student-led campaigns in this area.	Standards monitored. Regular attendance at relevant meetings. Ethical and Environmental groups and campaigns well-supported
Attend appropriate University committee meetings and panels. Liaise with appropriate University departments (e.g. ICIA).	High attendance levels. Awareness of relevant issues with ability to comment and campaign when required. Positive working relationship with University staff (e.g. ICIA)