

*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.*

<b>Role:</b> International Exec Chair	<b>SU Department:</b> Voice
<b>Main staff contact:</b> Student Voice Co-ordinator (Tom Gardner – <a href="mailto:tg842@bath.ac.uk">tg842@bath.ac.uk</a> )	<b>Last updated:</b> Sept 2022
<b>Student Officer Contact:</b> Community Officer Blake Walker ( <a href="mailto:sucommunity@bath.ac.uk">sucommunity@bath.ac.uk</a> )	

### What is the International Exec?

The International Exec is a group of elected international students. The Exec is made up of a Chair and four open positions, other roles which will be regularly invited to attend. The role of the Exec is to represent the international student voice in The SU and to the University. The Exec will work together to identify key issues and represent international student views through campaigns, meetings and other activities.

### Role Summary

The International Exec Chair is the primary spokesperson and representative of the Exec, seeking to positively uphold and implement the aims and objectives of the Exec and the Students' Union. The Chair is elected by all current international students at the beginning of each academic year and is responsible for chairing International Exec meetings, as well as coordinating the Exec as a team to help them achieve their team priorities.

#### Duties and Responsibilities:

- To liaise with the SU Community Officer and SU staff.
- To respond to any requests and provide up-to-date information on group campaigns.
- Call and chair regular group and committee meetings.
- Chair the International Students' Forum to give international students a direct voice.
- Liaise with the other Exec members to coordinate activities.
- Communicate regularly with the committee to ensure smooth running of the group to achieve its aims.
- Attend all International Executive Committee meetings.
- Ensure an effective handover is carried out with the succeeding Exec Chair.

#### Time Commitment over one academic year:

- Five 1-hour International Executive meetings (1 E, 3.20 Meeting Room):
  - Mon 07/11/2022 13:15-14:05
  - Fri 09/12/2022 12:15-13:05
  - Mon 13/02/2023 13:15-14:05
  - Fri 17/03/2023 12:15-13:05
  - Wed 19/04/2023 12:15-13:05
- 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.