

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

Role: SU Sport Executive Open Rep

Department: Students' Union Sports

Duties and Responsibilities:

- a) Lead the organisation of the Varsity and/or Derby events by working with the Sport Officer, the Events Managers, other Executive Committee Members and SU Staff.
 - b) Support other Executive Committee Members in their tasks.
 - c) Be available to represent the Executive Committee on various committees (eg. Elections Committee).
 - d) Lead on any Executive Committee campaigns.
- Any other projects as appropriate.

Time Commitment: 1 hours per week

Venue: Sports Association Office / across campus

Responsible to: SU Sport Officer

Extra Responsibilities:

- a) One member of the Executive Committee must, at the first meeting of the Committee, be elected for each of the following duties:
 - I.** Representing SU Sport on the SU's Elections Committee;
 1. This person should not be considering running for SU Officer that year.
 - ii. Representing SU Sport on the SU's Disciplinary Panel, as outlined in Bye Law and Regulation 4.
 1. Must not be the Executive Committee Member who sits on the SU's Review Panel.
 2. This person may not sit on any SU Sport Disciplinary Panels that convene.
 - b)** All members of the SU Sport Executive Committee will be assigned a subgroup of sports clubs for which they should perform the following duties:
 - i.** Act as point of contact between clubs and Sport Officer;
 - ii.** Meet a minimum of twice a semester with subgroup club chairs, either individually or as a group;
 - iii.** Pass down all relevant messages from the SU Sport Executive Committee or Sport Officer.

Opportunity:

- Assist with executive members and support their roles.
- Engage with the students and voice their views.

Benefits:

- Enhance your CV
- Gain skills to enhance personal development
- Gain Team Leadership skills
- Improve administrative skills
- Work alongside University staff.
- Build working relationships with external groups
- Learn to control a budget.

Training and support:

- In house training through Skills Training (publicity and marketing).
- Support through all SU areas

Useful previous experience:

- Organisational skills
- Working within a team
- Experience of publicising and marketing

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	✓
Verbal Communication	✓	Time Management	✓	I.T.	
Delegation		People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	✓

Others (as specified below):

For further info contact:

VP Sport e-mail susport@bath.ac.uk

Tel: 01225 38 6607

01225 38 3263

Website:

<http://www.bathstudent.com/sport/>