

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

Role: Executive Area Representative

Department: Su Activities

Duties and Responsibilities:

- Communicates and meets regularly with Societies Chairs/Representatives
- Assists the Executive Committee Treasurers and Societies Treasurers in encouraging and facilitating Society spending in an appropriate manner.
- Works with the Societies Executive Publicity Representative in compiling articles and reports on Societies Events and Activities for Student Media
- Work with Societies to ensure they are meeting all aspects of their Development Plans
- Provide an Area Update on Area Activity at each Executive Committee Meeting
- Feedback to Societies from the Executive Committee Meetings
- Primary point of contact for the organisation and setting up of groups for Area Events/Projects
- Principal Organiser for the area events
- Checking and replying to emails regularly
- Administer the Societies Special Request Fund
- Handle/discuss any disciplinary matters regarding society behaviour and form the Disciplinary Committee for such matters if necessary.

Time Commitment:

Venue:

Activities Office – Across campus

Responsible to:

Society Executive Chair
SU Activities Officer

Benefits:

- Development of the society
- Enhance you CV
- Gain skills to enhance personal development.
- Volunteer Recognition programme

Training and support:

- Handover training with previous Area Officer
- Team building sessions with the new Executive Committee
- Target Sessions on Executive Committee Development Plans

Opportunity:

- Develop the Area for Societies with regular meetings
- Team building sessions with other Executives

Useful previous experience:

- Participation in previous society events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee work
- Good skills for chairing meetings
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills
- The ability to delegate tasks efficiently
- An interest in the area they will be representing

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:

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Website:

<http://www.bathstudent.com/socs/exec>