Duties and Responsibilities

Pre conference

- To sit on the Students’ Union’s National Representatives Group.
- To liaise with the SU Gender Equality Group.
- To attend meetings and collect women students’ views on key issues, share proposals for national conference motions and engage key groups in drafting new proposals, to ensure full representation at conference.
- To liaise with SU President and the SU Community Officer in order to co-ordinate voting tactics as well as collaborate on policy submission.
- To meet other delegates from other unions e.g. Bristol, Cardiff, UWE and Bath Spa to network prior to the Liberation Campaign conference, as well as collaborate on policy writing where appropriate.
- To attend briefings prior to NUS Women’s Conference where you will be guided through the processes of submitting policy, conduct at conference and NUS structures, as well as other forms of training.
- To liaise with the Students’ Union President, Community Officer, Representation and Engagement Manager and Campaigns Coordinator.
- To attend relevant regional NUS events, if required.
- To submit motions to the NUS Women Students’ Conference where appropriate, in line with the views and policies of the University of Bath Students’ Union.
- To organise and deliver campaigns on national issues, particularly NUS Campaigns.

Conference

- To represent the view and opinions of the University of Bath Students’ Union at NUS Women Students’ Conference in May2018.
- To uphold the views and policy of University of Bath Students’ Union at the Women Students’ Conference.
- To attend debates and vote on motions at Women Students’ Conference on behalf of Women members of the University of Bath Students’ Union.
- To provide personal anecdotes on your experiences and update students on the Conference as it progresses. Creating an engaging form or accountability for the rest of the student body, raising awareness of the processes, functions and atmosphere of the NUS Women Students’ Conference.
- To update social media at conference which can be shared by Bath Students’ Union.

Post conference

- To provide a written report on the Conference within one month after the conference, detailing your experience of the conference, as well as how you voted on specific motions, in order to remain accountable to the wider student body whom you represent.
Time Commitment
- 3 days at conference: 1st-3rd May.
- **National Representative Group** meetings:
  - 20th October 2017 @ 13:15 - 14:05
  - 11th December 2017 @ 13:15 - 14:05
  - 15th February 2018 @ 13:15 - 14:05
  - 22nd March 2018 @ 12:15 - 13:05
- **Gender Equality Group meetings**: as required.
- Time required to write up report
- Additional briefing sessions if necessary (you will be made aware of dates as in advance as possible).
- Time spent organising and delivering campaigns

Useful previous experience
- Participation in representative bodies
- Confidence in public speaking and debates

Training
You will be trained by the Campaigns Coordinator and have access to Moodle training. This will cover how the NUS works, what conference is like, process and procedures, mock debates, policy writing, public speaking and jargon busting. There will also be training on how to plan and run campaigns.

Meeting with other national representatives to become familiar with a broad range of national issues.

Supported by
- SU President
- Representation and Engagement Manager
- SU Community Officer
- Campaigns Coordinator

Opportunities and Benefits
- Represent women students of the University of Bath at a national level.
- Observe and participate in policy debate and decision making on a national level.
- Experience and receive training in debating, public speaking and policy writing.
- Network with delegates from other Students’ Unions from across the country.
- Understand the issues women students face in Higher and Further Education and represent their interests.
- Attend a 3 day conference with free travel and accommodation.
- Attend workshops on current issues and learn how they affect women students.
**Skills gained:** Participating in this opportunity will enable you to develop and practise the following skills (marked ✓)

<table>
<thead>
<tr>
<th>Written communication</th>
<th>✓</th>
<th>Teamwork</th>
<th>✓</th>
<th>Financial management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal communication</td>
<td>✓</td>
<td>Time management</td>
<td>✓</td>
<td>IT</td>
</tr>
<tr>
<td>Delegation</td>
<td></td>
<td>People management</td>
<td></td>
<td>Organisation/planning ✓</td>
</tr>
<tr>
<td>Decision making</td>
<td>✓</td>
<td>Negotiation</td>
<td>✓</td>
<td>Marketing</td>
</tr>
</tbody>
</table>

Others (as specified below):
Skills required for the Bath Award; organising campaigns; activism.

For further information, contact:
supresident@bath.ac.uk
Nominations are open 12.00pm 2\(^{nd}\) October 2017 – 12.00pm 8\(^{th}\) October 2017.