



**University of Bath Students' Union
V Team Student Volunteering**



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 the role.

Role: V Team Secretary

Department: V Team, Volunteer Office

Duties and Responsibilities:

Specific:

- Take minutes of V Team meetings
- Keep a record of all minutes
- Distribute minutes and information to members
- Attend weekly V Team committee meetings
- Manage V Team email inbox

All V Team committee members will be required to:

- support V Team promotional activities: Freshers Week, Refresh Week, Student Volunteering Week
- attend weekly committee meetings
- attend V Team socials
- volunteer when available to set a good example

Time Commitment:

Minimum of 2 hours per week, but will need to be flexible

Venue:

Student Volunteer Office / Various

Responsible to:

V Team committee and membership
Volunteer Support Coordinator
Volunteer Liaison Officer
SU Community Officer
Societies and Volunteering Manager

Opportunity:

To work with the V Team Chair to keep members and records up to date

Develop new systems to communicate up to date news

Benefits:

- Acquisition of graduate skills, such as organisation, teamwork and time management
- Chance to make a difference in the local community
- Meeting lots of likeminded individuals
- Chance to network with local charities for jobs
- Enhance your CV

Useful previous experience/skills needed:

- Written and verbal communication skills
- Time management

Training and Support:

- Support from the Volunteer Office
- Various training available from Skills Training
- Specific role training available if required

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked X)

Teamwork*	X	Delegation		Financial Management	
Verbal Communication*	X	Negotiation	X	IT	
Written Communication*	X	People Management	X	Organisation/Planning	X
Leadership*		Time Management	X	Creativity	
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*		Decision Making		Public Speaking	X

*Skills required for the Bath Award