

Role: Diversity and Support Executive Treasurer		Department: Advice & Support Centre	
Duties and Responsibilities: <ul style="list-style-type: none"> Oversee the Diversity & Support Executive budget. To liaise with the Advice & Community Manager, Community Officer and Diversity and Support Group Chairs/Treasurers to oversee the groups' budgets. Attend Diversity & Support Executive Committee meetings. Attend the Student Finance Committee as the representative for the Executive. Support and co-ordinate fund-raising and sponsorship for the Diversity and Support Groups. Assist those involved in annual budget applications and estimated expenditure for Diversity and Support Groups. Positively promote the aims and objectives of the Diversity & Support Executive. 		Time Commitment: One academic year minimum. <ul style="list-style-type: none"> Diversity and Support Executive meeting every fortnight – 1 hour plus preparation. Attendance at group meetings. Liaison with members of relevant SU and University bodies, as appropriate. 	
Opportunities: <ul style="list-style-type: none"> Developing and leading a group. Gaining key transferable skills. 		Venue: No single venue. Staff and Officers who support the role are based in the Advice & Support Centre.	
Useful previous experience: <ul style="list-style-type: none"> Organisational skills. Experience of SU student groups and how they function. Experience of marketing and publicity, particularly within The SU 		Supported by: <ul style="list-style-type: none"> Advice & Support Centre staff SU Community Officer 	
		Training: In house training covering: Structures of the SU and University and the function of the Diversity and Support exec, available support and supporting students and enabling students to raise issues and Chairs training.	
		Benefits: <ul style="list-style-type: none"> Make your own mark on a student group. Enhance your CV. Gain skills to enhance personal development. Meet new people. 	
Skills Gained:			
Written communication	✓	Teamwork	✓
Verbal communication	✓	Time management	✓
Delegation		People management	
Decision making	✓	Negotiation	✓
		Financial management	✓
		IT	✓
		Marketing	
		Planning	✓

For further information contact:

The SU Community Officer, sucommunity@bath.ac.uk, 01225 384223

www.thesubath.com/advice