

Student Leader Role Profile

Chair of SUMmit

SUMmit is made up of a range of student leaders and representatives.

Duties and Responsibilities

- Chairing SUMmit meetings impartially and working with SU staff, Officers, and other SUMmit members to ensure the process of debating and approving Standpoints is effective.
- Review submitted Statements of Issue to ensure they are values-oriented, non-operational, and do not breach UK law, University regulations, or contradict existing Standpoints.
- Communicate regularly with members, manage RSVPs, and prepare, collate, and distribute essential SUMmit documents (including Briefing Documents) before meetings.
- Maintain accurate records by updating official Standpoint documents, action trackers, and the SUMmit webpage after each meeting.
- Oversee on-the-day meeting logistics, such as assessing quoracy, facilitating voting procedures, and ensuring a welcoming environment.
- Work with Statement of Issues proposers to facilitate the Standpoint creation and approval process.
- Help re-draft Standpoint wording, ensuring SUMmit and the proposer are happy.

Useful Previous Experience/Skills

- Enthusiasm for The SU and its activities.
- Confidence to speak in public and good verbal and written communication skills.
- Experience in chairing meetings or leading group discussions while maintaining impartiality and ensuring all voices are heard.
- Strong organisational skills to manage RSVPs, strict deadlines, and the collation of agendas, minutes, and briefing documents.
- An approachable demeanour and ability to manage conflict well.

Why become Chair?

- You will play a vital role in shaping student voice and the student experience.
- SUMmit meetings are a brilliant place to network and develop your connections with other student leaders.
- Access to training and workshops.
- All SUMmit meetings end in a free casual dinner.

Key Time Commitments

- Four SUMmit meetings across the academic year (2 hours meeting, up to 1 hour dinner/networking).
- Regular email/MS Teams contact with SU staff/Officers throughout the year to facilitate the operational delivery of SUMmit.
- Attend briefings, catch ups and agenda setting meetings surrounding SUMmit meeting dates.
- Requires reading of Statements of Issues and information outside of meeting times.
- One to two hours of training before starting the role (with ongoing support).

Student Leader Role Profile

Skills you will develop in this role:

Commercial Awareness		Creativity	✓
Decision Making	✓	Delegation	
Financial Management		I.T. Skills	
Initiative	✓	Leadership	✓
Marketing	✓	Negotiation	✓
Organisation/ Planning	✓	People Management	✓
Problem Solving	✓	Public Speaking	✓
Teamwork	✓	Time Management	✓
Verbal Communication	✓	Written Communication	✓

How is the Chair appointed?

- The Chair is appointed through a selection process via a Nominations Panel. The Nominations Panel is comprised of 3 SU Officers and 1 SU Student Trustee, and is supported administratively by the Returning Officer or their nominated staff member.
- Any current registered student, who will be a student for the duration of the academic year, can apply for the role.
- Students holding other roles such as Exec member, SU Groups Committee member, Representative, Peer Mentor etc can also apply for the role, provided they will be a current registered student for the duration of the academic year.
- Promotion of the role and details of the application process will be promoted by The SU via The SU website and social media channels.

Email sureturningofficer@bath.ac.uk for any questions about this role.