

VICE-PRESIDENT VOICE

Full Time, Paid

The Vice-President Voice (VP Voice) is the full-time officer who takes responsibility for keeping democracy at the heart of the Students' Union, working on student surveys and feedback, supporting student-led change campaigns and ensuring that students are represented on a local and national scale/level.

Elections | The VP Voice takes responsibility for all annual elections – ensuring students are aware of the Union's key democratic processes, working with the Union President to ensure that election events are promoted and fully accessible to all students. The VP Voice feeds directly into the Union's democratic key performance indicators concerning election turn out and candidate numbers. The VP Voice works closely with the Union's full time staff team on democratic projects throughout the year and ensures there is adequate student involvement in Surrey Decides where appropriate e.g. recruiting chairs for Question Time, Democracy Committee etc.

Course Reps | The VP Voice ensures each cohort has a properly elected Course Rep (Course Representative), trains and supports them through their year. The VP Voice also makes sure that students have the opportunities to become Course Reps, that their role is promoted effectively, and that they are integrated within the quality and enhancement activities of the University. The VP Voice is the chair of Student Voice Forum, a compulsory meeting for Course Reps.

AGMs & EGMs | The VP Voice takes the lead in the Annual General Meetings (AGMs) of all student groups, and Extraordinary General Meetings (EGMs) as they occur through the year. The Zone will work with all Union officers to coordinate the AGM process each year, and with the VP Activity to ensure that Clubs and Societies are fully aware of the processes and how they operate.

Surveys & Feedback | Throughout the year, the VP Voice will work with other officers and the University to help shape surveys and resulting action plans. Working with Course Reps and Zone officers, VP Voice also ensures that the outcomes of student feedback is communicated to students, and that there are appropriate other opportunities for feedback throughout the year such as Student Voice Forum.

Change Campaigns | The Voice Zone is the place where change campaigns start, driven by student opinion. The VP Voice ensures that campaigns for change are adequately resourced, prioritised and supported by the Voice Zone. These campaigns can relate to anything from progression and attainment of specific groups, to divestment from fossil fuels etc. The Voice Zone also runs the campaign platform at ussu.co.uk/campaigns

Liaising with local and national bodies | VP Voice is responsible for keeping abreast of developments throughout the country affecting students in higher education. Throughout the year, the Zone lead on national consultations or parliamentary enquiries, maintaining a dialogue with other students' unions or trade unions, and building relationships with other appropriate partners supporting students locally or nationally. Throughout the year, the Zone may attend or send students to appropriate national conferences and will ensure students are appropriately trained beforehand.

University Committee Roles | Each of the full time sabbatical officers sits on several University Committee meetings, making decisions at the highest level and having a real impact on the student experience. The VP Voice is a member of: University Senate, University Education Committee, Student Success Subcommittee, Quality Enhancement Subcommittee, University Research and Innovation Committee, Access and Participation advisory group, Race Equality steering group, and Doctoral College Board.



Union Committee Roles | The VP Voice sits on a number of Union Committees including: Voice Zone Committee (Chair), Board of Trustees, Finance Committee, Management Committee, HR Committee, Democracy Committee, Health & Safety Committee & the Union's Executive Committee.

University Panel Member | All full-time sabbaticals become University Panel Members, joining senior University staff to make decisions regarding the outcomes of students' academic appeals, complaints, disciplinary hearings, fitness to study and fitness to practice. Officers receive full training and support with this role.

VOICE ZONE COMMITTEE MEMBERS

Part Time, Voluntary

The Voice Zone operates within the areas as defined in the VP role description as well as broader Voice Zone and campaign issues, for example national demonstrations or consultations. Students with a passion for issues, campaigning, speaking up and fighting causes should consider standing for the Voice Zone.

Each Zone is led by the respective Vice-President (VP) assisted by a committee of five students who are elected together and sit within a 'Zone Committee'. Out of all the students running for positions within the Zone, the five candidates with the highest votes will secure a position within the Zone Committee. Out of these five winners, the two candidates with the highest number of votes will also be members of the Union Executive Committee (Exec), the leading committee of elected students, leading the political direction of the Union.

All Union officers are asked to participate as part of a team in activities that enhance the Students' Union's engagement with its members. At the beginning of each year, the Zone will discuss how responsibilities can be distributed and shared amongst officers in order to work together most effectively and make change happen!

#SurreyDecides