

LMSU Volunteer Role Description Deputy Chair of Student Council

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| Volunteer Role: | Deputy Chair of Student Council |
| Role overview: | |
| <p>Student Council is the main representative body of the Students' Union and is made up of students who represent different groups from across the University.</p> <p>The Deputy Chair of Student Council is responsible for supporting the Chair of Student Council, helping to ensure that meetings run to time and stay on topic; that all representatives get a chance to voice their opinion; and that Student Council members are supported and empowered to hold elected officers to account. The Deputy Chair of Council is also responsible for deputising for the Chair of Student Council in their absence.</p> <p>The Deputy Chair of Student Council works closely with the Student Voice Coordinator (Democracy and Representation) and the Chair of Student Council to compile and circulate papers to Student Council in advance of meetings and to identify and progress action points arising from Student Council meetings.</p> <p>In the absence of the Chair of Student Council, the Deputy Chair of Student Council also provides summary reports to LMSU's Board of Trustees on the decisions and activities of Student Council and chairs the Annual Members Meeting.</p> | |
| Location: | London Metropolitan University: Holloway campus, Aldgate campus and some remote volunteering work |
| Time commitment: | Approx 10 hours per month, including attendance at all 6 Student Council meetings and LMSU's Annual Members Meeting |
| Supported by: | Student Voice Coordinator (Democracy and Representation) |
| Training and support offered: | <p>Essential role specific training Ongoing support and guidance A variety of other training sessions will be offered throughout the year Opportunities to attend a number of social events with other Students' Union volunteers</p> <p>The Student Voice Team will make every effort to make meetings and events accessible, however if there is ever something which needs adjusting (for example a meeting room) they can always be contacted to do this. Materials, such as the Council Handbook, can be provided in a larger font or as a physical copy, if you contact the Student Voice Team.</p> |
| Useful abilities and previous experience: | No previous training or experience is required, but an interest in the representation of students would be advantageous. You will need to |

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| | <p>be reliable and organised, as well as a good communicator and listener</p> |
| <p>Role requirements:</p> | <ol style="list-style-type: none"> 1. To attend and support the Chair at Student Council meetings, including supporting the Chair with the collation of agenda items and the circulation of papers for the meeting and receiving apologies; ensuring that meetings run to time and stay on topic; ensuring that all representatives get a chance to voice their opinion; and supporting and empowering members of Student Council to hold elected officers to account 2. To deputise for the Chair of Student Council in their absence 3. To work closely with the Chair of Council and Student Voice Coordinator (Democracy and Representation) to identify and chase action points arising from Student Council 4. To attend relevant other meetings relating to the post, to represent and act in the best interests of students and to report pertinent information back to Student Council 5. To support the Chair in providing a summary of decisions and activities to each meeting of the Board of Trustees 6. To chair LMSU's Annual Members Meeting in the absence of the Chair of Student Council 7. To uphold the democratic principles of LMSU and to act in a fair and unbiased way 8. To act as an ambassador for LMSU, promoting a positive image in everything that you do 9. To engage fully in LMSU democratic processes and to be accountable to the student body 10. To be an advocate for LMSU campaigns and engagement opportunities, including LMSU Elections and the LMSU Annual Members Meeting 11. To carry out all duties in accordance with LMSU policies designed to protect members of staff, elected representatives, volunteers or students from harassment. It is the responsibility of the postholder not to act in a prejudicial or discriminatory manner towards staff, elected officers, volunteers, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it 12. To take reasonable care of health and safety of self, other people and resources whilst volunteering and to comply with the SU and University Health and Safety Policies, Codes of Practice and local arrangements |
| <p>What's in it for you:</p> | <p>The role provides a huge opportunity to improve your confidence and gain a unique experience that will really make your CV stand out. You get as much out of it as you put in!</p> <p>Some of the skills you can gain include:</p> <p>Community building</p> |

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| | <p>Cultural awareness Decision-making Democracy Flexibility and adaptability Governance Independent work Initiative Interpersonal and communication Leadership skills Networking skills Organisational Problem-solving Public speaking skills Representation Teamwork Time Management</p> <p>As well as offering you a chance to enhance your C.V., you will receive a certificate at the conclusion of your role and your contribution will be formally recognised on your degree transcript</p> |
| <p>The impact you'll have:</p> | <p>By ensuring that all elected representatives are acting in the best interests of students and within the boundaries of LMSU's democratic processes, you will be influencing positive change to the student experience of your peers.</p> <p>You will also be directly contributing to LMSU's:</p> <p>Purpose: The advancement of education for Students at London Metropolitan University for the public benefit</p> <p>Mission: Empowering students to make the most of their time at London Met and transform their lives for the better</p> <p>Vision: A connected community in which all students, from any background, receive the highest quality and transformative experience possible</p> <p>Values: Student Led Open Creative Kind Inclusive Ambitious</p> |
| <p>DBS requirements:</p> | <p>None</p> |

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| Application and selection process: | Election by peers at the first Student Council meeting of the academic year in November, facilitated by LMSU |
| Last updated: | July 2021 |
| For more information contact: | Eddie Rowley Student Voice Coordinator (Democracy and Representation) E.Rowley@londonmet.ac.uk |