



## **Student Voice Chair 2020-21**

We are looking for an enthusiastic, reliable and approachable student to fill the role of Student Voice Chair.

This role is voluntary and open to all students. We welcome applications from undergraduate, postgraduate, home, international, full-time or part-time members. You must be a registered at the University of Reading during the 2020/21 academic year whilst undertaking this role.

Although an important role, being Student Voice Chair won't take up loads of your time. The role lasts for one academic year and we estimate that you'll only need to commit 15-20 hours throughout the year. The rewards, however, are fantastic! You'll develop invaluable skills to increase your employability whilst working with students and supporting democracy within the Union.

### **What's in it for you?**

- A unique opportunity to gain experience within a democratic organisation.
- Develop invaluable skills such as time management, communication, chairing, negotiation & public speaking.
- Demonstrable ability to remain impartial whilst displaying tact and sensitivity to other's views.
- Opportunity for personal development and training on Chairing Meetings.
- Develop a sound knowledge of the organisation's work and an insight into the role of a Full-time Officer.
- Opportunity to network and work with RUSU staff, elected representatives and students.

### **What is Student Voice?**

Introduced in October 2016, Student Voice is a democratic forum which allows members of RUSU to discuss and vote on ideas for change, find out what progress has been made on winning campaign and policy ideas and hold Full-time Officers to account.

Student Voice is made up of 55 representatives from all areas of RUSU, from societies and sports clubs committee members to Course Reps and Part-Time Officers. Student Voice meets 3-5 times per year. Meetings are held in the Students' Union building and are also streamed live online.

### **What's the role?**

As the Chair, you will have a key role in Student Voice meetings; you will welcome and meet all new members of Student Voice, ensuring members understand the purpose of the meeting and the processes followed during the meeting. You will encourage and give students the opportunity to debate and vote on ideas submitted to Change It and also encourage them to question and scrutinise the work of the Full-Time Officers.

You will be supported prior to meeting and throughout the meeting by a member of RUSU staff (usually the Democracy & Policy Coordinator), who will take minutes. As Student Voice Chair, you will need to;



- Prepare for Student Voice; which involves reading Officers' reports and preparing questions, as well as reading the ideas submitted to each round of Change It
- Agree format and timings of Student Voice with the RUSU Campaigns & Democracy Coordinator
- Ensure all members of Student Voice have equal chance to discuss Change It ideas
- Attend and act as Chair during formal scrutiny and Change It debate
- Ensure elected officer is given equal opportunity to discuss what they have been working on
- Encourage students to ask questions and provide officers with opportunity to respond
- Agree minutes of Student Voice meetings prior to publication on the RUSU website and distribution to RUSU Trustee Board

The successful candidate will have excellent communication and inter-personal skills; be personable and ready to listen to others and respond in a clear and concise way. They will be well organised and quick to respond when deadlines require them to do so. They will be able to remain calm under pressure and able to remain impartial and open so they can welcome alternative views to their own. They may also have a keen interest in representation and democracy within.

This role may be of particular interest to students who hope to work in media, journalism or politics as Student Voice is the key democratic forum within the Students' Union; and to those students who are thinking of standing for a role in the RUSU Elections as you will gain invaluable insight into the work of Full-time Officers.

### **Want to discuss the role?**

If you are interested and want to discuss the role, speak to Molli Cleaver, RUSU President. Alternatively, email Molli at [president@rusu.co.uk](mailto:president@rusu.co.uk).

### **How to apply?**

To apply for this role please fill out the application form which can be found on the RUSU website and send this to [president@rusu.co.uk](mailto:president@rusu.co.uk).

**Applications close – Friday 24<sup>th</sup> April, midday.**