

*This profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments and duties you can expect from taking up that role.*

<b>Role:</b> Diversity and Support Executive Chair	<b>SU Department:</b> Voice
<b>Main staff contact:</b> Student Voice Co-ordinator (Melissa Oram <a href="mailto:mvo30@bath.ac.uk">mvo30@bath.ac.uk</a> )	<b>Last updated:</b> November 2023
<b>Student Officer Contact:</b> Community Officer (Hanna Hajzer <a href="mailto:sucommunity@bath.ac.uk">sucommunity@bath.ac.uk</a> )	

### What is the Diversity & Support Executive?

The Diversity & Support Executive Committee (D&S Exec) is responsible for supporting, representing, and coordinating the eight [Diversity & Support groups](#). The committee ensures that students' diversity and support-related concerns are being addressed by the Students' Union and the University (see [Terms of Reference](#)).

The D&S Exec supports the [SU Community Officer](#) & [The Student Voice Coordinator](#) to flag issues and implement solutions related to the running of the Diversity and Support Groups as well as Equality Diversity and Inclusion (E, D & I) themes more broadly. Members may play a role in student engagement activities relevant to E, D & I should they wish.

### Role Summary

As Chair, your role will be to liaise with stakeholders, chair meetings and generally be the main place of contact for both SU Staff and Chairs of the D&S group committees. All members of the Diversity and Support Exec will work together on issues, support and wider projects or campaigns.

#### Duties and Responsibilities:

- Attend and contribute to regular committee meetings, including providing updates on projects or campaigns.
- Liaise with the Community Officer and relevant SU staff on a regular basis.
- Communicate regularly with the rest of committee to ensure smooth running of the group to achieve its aims.
- Liaise with other ED&I representatives within The SU to identify emerging issues.
- Work with other members of the Exec to lead on representation of issues or campaigns relevant to D&S groups
- Ensure an effective handover is carried out with the succeeding D&S Exec members.

#### Time Commitment over one academic year:

- Four 1-hour D&S Executive meetings (1 E, 3.20 Meeting Room):  
Wednesday 22nd November, 13:15 - 14:05  
Monday 12th February 12:15 - 13:05  
Thursday 14th March 12:15 - 13:05  
Friday 19th April 12:15 - 13:05
- Regular contact with SU staff, Community Officer, and other Exec members.
- Support around engagement activities (willing to be flexible)
- Planning and preparation time for events and campaigns.

#### Venue:

Meetings will usually be held in person.

#### Training:

In-house training provided by The SU.