

## Vice-President Voice

Full-Time | Salary: £22,657 per year



Project Management



Time Management



Budgeting & Accounts



Working as a Team

*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. A Sabbatical position is a full-time employed role at the Union, and as a member of the staff team, Sabbatical Officers are expected to uphold the values and culture of the Students' Union. You must be 18+ at the time of coming into office on 1 August 2024.*

### Elections

The VP Voice is responsible 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 accessible to all students, and encouraging students to take part to have their say. The VP Voice works on democratic projects throughout the year and ensures there is adequate student involvement in Surrey Decides where appropriate.

### Course Reps

The VP Voice ensures each cohort has a properly elected, trained, and supported Course Representative. The VP Voice makes sure all students have the opportunities to become Course Reps, that their role is promoted effectively, and that they are integrated within the educational improvement activities of the University. The VP Voice is the chair of Student Voice Forum, a compulsory meeting for Course Reps.

### AGMs and 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 and 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.

## Liaising with Local and National Bodies

The VP Voice should remain aware of developments throughout the country affecting students in higher education. The VP Voice will lead on national consultations or parliamentary enquiries, maintaining a dialogue with other students' unions or trade unions. The Zone may also attend or send students to appropriate national conferences.

## 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, University Research and Innovation Committee, Access and Participation advisory group, Race Equality steering group, University Students' Union Committee 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 Forum.

## 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.

## Union Campaigns

All Officers have the opportunity to participate in key Union projects and campaigns over the year which benefit students and promote the representative work of the Union. These include projects such as Moving-In Weekend and SurreyDecides, and key campaigns such as Black History Month and LGBT+ History Month. All officers are asked where possible to support these key points in the Union calendar, in addition to enacting their own manifestos.

## ***Interested in Running? Nominate Yourself...***

If you have read the details on this page and are interested in standing as an officer, visit [surreyunion.org/surreydecides/nominations](https://surreyunion.org/surreydecides/nominations) **Nominations open from 5 - 14 February 2024**