



## 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.

**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 that there is adequate student involvement in Surrey Decides where appropriate e.g. recruiting student chairs for Question Time.

**Course Reps |** The VP Voice ensures each cohort has a properly elected Course Rep (Course Representative), trains and supports them throughout the 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.

**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 take place throughout 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 procedures 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. In addition to general surveys on key issues, VP Voice is responsible for ensuring that national surveys such as the NSS, PTES and PRES are actioned by the University. 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 and other opportunities for feedback throughout the year such as the Student and Faculty 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 to attainment of specific groups, to divestment from fossil fuels etc.

**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 and parliamentary enquiries, maintaining a dialogue with other Student 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 Learning and Teaching Committee, Professional Training Forum, Access and Participation Advisory Group, the Doctoral College Board, Student Experience Subcommittee, Quadrant Committee and the University and Students' Union Committee.

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

**University Panel Member |** All full-time sabbaticals become University Panel Members, joining senior University staff in making decisions regarding academic appeals, complaints, disciplinary hearings, fitness to study and fitness to practise. Officers receive full training and support with this role.

# VOICE ZONE



## VOICE ZONE 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 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 to make change happen.