

Network Vice Chair Role Guide

Role: Vice Chair

The Vice Chair supports the Chair in their role and acts as a deputy in their absence. They also act as the Network's finance manager and have ultimate responsibility for ensuring that the network's financial matters run smoothly. Despite there being no membership fees for all networks the Vice Chair is responsible for ensuring all active members have a membership. Any funds relating to the network will be transferred into the relevant network account.

Time Commitment: Varying throughout the year with an average of 5-10 hours a week

Responsible to: Student Council, the SU President, your Network committee, members of your Network and Student Representation Oversight Group

Duties & Responsibilities

- Deputise for the Chair where necessary and support them in their role
- Liaise with the chair to plan meetings, compile agendas and circulate agendas, reports and minutes.
- Regularly check membership lists and ensure members have purchased their free memberships.
- Support the Chair to build and maintain the Network's reputation and to ensure that the Network champions the views of its members
- Take the lead at Network meetings in the absence of the Chair.
- Take the lead on the Network Social Media account/s, ensuring engaging, regular and inclusive content is uploaded.
- Act as a co-signatory of the Network budget (with the Chair) that is held by the Students' Union and ensure finances are spent appropriately, issue receipts and record all money received and deal efficiently and effectively with all invoices and bills
- Support the Chair to organise an open meeting of the Network each semester.
- Work collaboratively with the Chair on at least one campaign and/or policy submission during the academic year
- Work with the Chair to hold a minimum of one event or trip each semester.
- Support the Chair to plan for the recruitment renewal of the committee.
- Work with the Chair to ensure a monthly report is submitted to the SU. Monthly updates to be provided to the SU regarding Network activity. This is IMPORTANT when it comes to receiving your bursary at the end of each

semester. Should you fail to provide monthly updates to the SU within the provided time frame then your role will be considered voluntary.

- Ensure the network adheres to the rules as set out in Bye Law 5 (Student Networks).

Additional Duties & Responsibilities:

- Work with the Chair to hold regular socials for their members.
- Engage in democracy during SU Leadership elections, encouraging members to look at candidates and cast their vote and invite candidates to meet the Network members.
- Encourage the Network to collectively attend events organised by other Networks, Sports Clubs, Societies and the SU.
- Support the Chair on identifying potential sources of income, including fundraising activities, sponsorship opportunities, grant applications and fundraising.

The Following apply to both committee members:

- Attend/complete any training provided by the SU within your first semester in the role.
- Ensure the Network's mini site is up to date on the SU's website.
- Sign post any member of the network who needs support to the SU or appropriate services within the University.
- Work with the Students' union to recruit members for the Network, using avenues such as Welcome Festival and Refreshers fayre to do so.
- Ensure members are regularly updated on what is happening through the email function on the website and work together to communicate with members and ensuring that members have the opportunity to communicate back.
- Take responsibility for ensuring that the network's equipment, materials and kit is safely and securely stored and is maintained in an appropriate manner, in line with Bye Law 5 (Student Networks).
- Follow SU Procedures when holding events and socials such as health and safety, completing risk assessments in a timely manner before an event/trip.
- To be supportive of and an ambassador for the Students' Union and the University, supporting the Union's visions, values and priority campaigns.
- Be familiar with the Network Constitution and follow any Network rules and committee procedures.
- Be aware of the constitution, byelaws and regulations of Worcester Students' Union and be familiar with where to find these.
- Ensure the network operates on a basis of inclusion and that no member is discriminated against.
- Ensure the network acts in accordance with the [Union's Code of Conduct](#).

- Ensure the network complies with data protection legislation (GDPR)
- Ensure an effective handover to the next committee including; social media passwords.

Ideal qualities and skills:

- Strong leadership skills
- Reliable and prepared to make the required regular time commitments
- Good communication skills and confidence in communicating with peers
- Good at time-keeping and good organisational skills
- Excellent discipline
- Ability to represent the views and ideas of others, even when these are not in accordance with your personal opinion
- Creativity, innovation and problem-solving skills
- Tact, diplomacy and good negotiating skills

Opportunity:

- A unique opportunity to be part of a committee
- To be engaged with the Students' Union
- To make sure events are well planned and be the face of your network
- May gain the experience of attending University meetings or sitting on University committees

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Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills
- Organisation skills
- Meetings skills - you will gain experience of sitting on Student Council, collective decision making and overseeing the running of the representative side of SU business
- Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.
- Leadership skills