

Role description: Race Equality Secretary

Role: Race Equality Secretary	Department: Advice & Support Centre				
Duties and Responsibilities: <ul style="list-style-type: none">To liaise with the committee to ensure smooth running of the group to achieve its aims.Attend specific training sessions.Maintain contact with the groups committee and members, and, where relevant, external organisations and charities.Provide secretarial support to the groups meetings, in the form of writing meeting agendas and minutes.Agendas and minutes will be discussed with the Chair before they are sent out to the wider group.Responsible for writing and sending Race Equality emails.Attend all Race Equality committee meetings.To liaise with Advice & Community Manager, the SU Community Officer and Advice and Support Advisors.	Time Commitment: One academic year minimum. <ul style="list-style-type: none">1-2 hours per weekAttendance at group meetings.Liaison with members of relevant Students' Union and University bodies, as appropriate.				
Opportunities: <ul style="list-style-type: none">Communication, organisation, time management and secretarial skills.	Venue: No single venue, all staff and Officers who support the role are based in the Advice & Support Centre (Level 2, The SU).				
	Supported by: <ul style="list-style-type: none">Advice & Community ManagerSU Community OfficerAdvice and Support Advisors				
	Training: In-house training from Skills Training, Advice & Support and the Societies team in: <ul style="list-style-type: none">General Admin.Finance.Democracy.Running events.Website & publicity.				
Useful previous experience: <ul style="list-style-type: none">Organisational skills.Leadership skills.Previous experience of a society and how it functions.	Benefits: <ul style="list-style-type: none">Make your own mark on a student group.Enhance your CV.Gain skills to enhance personal development.Meet new people.				
Skills Gained:					
Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	✓
Delegation		People management	✓	Marketing	
Decision making	✓	Negotiation		Planning	✓

For further information contact:

The SU Community Officer, sucommunity@bath.ac.uk, 01225 384223

www.thesubath.com/diversity-support