

Student Staff Panel Vice Chair Role Profile



Student Academic Reps
Cynrychiolwyr Academaidd Myfyrwyr

Appendix 3

Role Objective

To work closely with the Chair and Student Rep Coordinator (SRC) to ensure the organisation and effectiveness of Student Staff Panels (SSPs).

Supported by

- Sabbatical Officers
- Student Voice Team
- Student Rep Coordinator

Responsibilities

- Control the discussion at SSPs
- Assume the role and duties of the Chair in the event of their absence at SSPs
- Confirm actions resulting from meetings.
- Support the Chair in setting the date for the SSPs, and confirming the agenda in advance
- Work with the Chair to invite relevant staff and students to SSPs
- Work in partnership with the Chair and SRC
- Promote professional conduct at SSPs
- Attend College Forums with College Deans, where appropriate

Developmental Opportunities

- Rep rewards - gain points through different Rep activities and claim a certificate to add to your CV
- Swap your Rep points for rewards (previous rewards have included hoodies, mugs, notebooks, water bottles & more!)
- Gain leadership & meeting skills
- Join a Sabbatical Officer Executive Committee
- Attend Academic Rep events
- Pioneer a school project
- Grow your network
- Nominate yourself in the Students' Union elections
- Be nominated for an Enriching Student Life Award



In your role as an Academic Rep, you are NOT expected to deal with

- Disputes between students and academic staff e.g. harassment
- Formal procedures e.g. exam failures, academic appeals, extenuating circumstances, fitness to practice
- Financial, funding, money queries
- Welfare problems, health and personal issues e.g. housing, employment, immigration

If a student approaches you with a problem and you are unsure where they should be signposted, please contact StudentReps@cardiff.ac.uk.