

Student Staff Panel Vice Chair Role Profile



Student Academic Reps
Cynrychiolwyr Academaidd Myfyrwyr

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 Rep Townhalls with College Deans

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
- 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.