

# Association LGBT Officer

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April - March, Part-Time, Voluntary

## **Aim**

The role is to chair the Saints LGBT Committee meetings, represent the LGBT+ community in all meetings and promote the welfare and social sides of the LGBT+ Community.

## **Key responsibilities**

*What will you be doing?*

- Have final responsibility for all matters pertaining to the running of the Committee
- Chair General Meeting and Committee Meeting
- Liaise with the Association officers as appropriate
- Assist and support all other Executive and non-executive Officers in performing their duties
- Have access to the Committee email account and have the responsibility for its operation, upkeep and for granting access to LGBT Executive members
- Be a signatory for the LGBT Association Committee's bank account
- Serve on the Student's Representative Council, Student Services Council, Wellbeing Committee and Equal Opportunity Meetings
- Promote the mental wellbeing of the LGBT+ Community and follow-up with Open Door to ensure it is being run smoothly and correctly.

*How will you be doing it?*

- Keeping weekly committee meetings is integral to the smooth running of the Saints LGBT+
- Keeping up to date on all emails and communication between Student Services and other officers or members on SSC and SRC
- Students Services and the Director of Representation will play a central role in helping you promote mental health and welfare for the LGBT+ Committee
- Check in with all the committee members at least once a week and make sure to keep all forms of communication open throughout the semester and all the breaks
- Reaching out to the School Presidents to help promote events and projects that Saints LGBT+ is working on

- The Director of Representation will be a vital asset and it is greatly beneficial if you have a good working relationship with them

## **Useful skills or characteristics**

- Have an interest or passion for LGBT+ community and culture
- Time management and organizational skills
- Be adaptable and communicative
- Punctuality
- Understanding the hierarchy of the Union
- Understanding motion language
- Able to check emails multiple times a day
- Ability to handle conflict or disagreements
- Comfortable speaking in front of groups
- Helpful know how to: book rooms in the Union and University, get ENTs to help you, claim money off of the union, contact Student Services, write a proposal for Council.

## **Benefits**

- Develop public speaking and professional communication skills
- Improved time and event management
- Become more confident in expressing opinions in front of members of Staff
- Opportunity to experience a wide range of managerial situations
- Develop leadership skills and chairing skills
- Gain experience working with a dynamic and diverse group of people
- Exposure to a wider range of Association projects.

## **Expected time commitment**

On average, you will spend between 15-20 hours a week on this role. Some weeks, like QueerFest and Fresher's Week, or the week before Glitterball, and Queer Question time will be more demanding.

## **Further Questions**

Please email the current holder of this post if you have any questions about this role.