Faculty Officers

Faculty Officers are the first point of contact for raising feedback at Faculty level. They work with the Llywydd Academic in representing students to the university by sitting alongside them on various committees and attending Academic Forum. They meet regularly with Academic Reps and key staff within their Faculty to raise and respond to feedback.

The two Faculty Officer positions are Faculty of Humanities Officer and Faculty of Sciences Officer

Responsibilities of the Faculty Officers

Faculty Officers will be responsible for:

1. Representing students within their faculty on matters relevant to them.
2. Co-ordinating and leading campaigns on matters relating to the needs of students within their faculty (where appropriate)
3. Acting as a source of information and point of contact for students within their faculty.
4. Advising Undeb Aber on ways it can improve its work in line with the needs of students within their faculty.
5. Working with academic reps and full-time officers to ensure the needs of students with their faculty are represented.

Responsibilities of all Volunteer Officers

1. To attend all appropriate Undeb Aberystwyth and University meetings including Senedd Meetings and Forums.
2. To act in a professional and appropriate manner always.
3. To ensure that all decisions and actions are taken in line with the Undeb Aberystwyth constitution and current Undeb Aberystwyth policy.
4. To be prepared to report on the progress of the work under their remit.
5. To regularly meet and liaise with relevant Officer Trustees and staff members.

6. To attend relevant meet and greets throughout the year.
7. To attend all training relevant to their role.

The Volunteer Officer (also referred to as “Part-time” Officer) Portfolios are not intended to be exhaustive list of the procedures and tasks carried out by the officer(s). It does however set out the main expectations of Undeb Aber in relation to the post-holder’s duties and responsibilities.

For more information: Check out our constatation