



## Job Description for PDC Chair

Chair of national Professional Development Committee is responsible to an executive council comprising Executive Chair, Chief Operating Officer, 4 departmental senior staff (including 1 from University & 1 from College) and 4 student representatives (including 1 from University & 1 from College).

Responsible for the Professional Development Committee which comprises: Chair, 4 departmental staff (1 from University, 1 from College) and 3 student representatives (1 from University, 1 from College) and Chair for Marketing and Communications sub-group). Other staff/Presidents can be co-opted on to the committee throughout the year to assist in its work and to learn more about how it operates before seeking nomination at AGM and committing to a committee position. The chair has to ensure that the committee meets its objectives and carries out its intentions as laid down on the PDC webpage: <http://www.susport.org.uk/professional-development-committee.asp>

Time commitment and role:

- 6 half-days days per year for committee meetings
- 5 half-days per year for Exec meetings
- Part day meeting with all the presidents on the day before the conference (optional)
- Time to assist Chief Operating Officer in writing reports for Exec and AGMs.
- Support the Equity Champion and SSS Chief Operating Officer in considering and addressing equality and diversity issues.
- Oversee the training and education of student officers, volunteers and staff from across the sector
- Helping plan and run the SSS annual Conference: a few days coordinating people/ideas and helping for the two days of the conference
- Helping plan and run the SSS Christmas Seminar: approx a day of planning/preparation and helping at the event.
- Contributing to the development of a communication network for SSS and assisting the set-up of special interest groups.
- Assisting with the marketing/branding of SSS through projects such as the website

There is also a certain amount of preparation, reading, and pondering required.