

# Warwick Volunteers

## Warwick Volunteers Student Executive Committee

The Warwick Volunteers Student Exec Committee are a group of 6 individuals that closely collaborate to represent students in the volunteering space. The entire committee share a strong passion for volunteering and seek to share this with everyone involved with or potentially interested in volunteering. They work in tandem with the Warwick Volunteers Staff and Project Leaders for our 60+ projects, as well as with members of the community and University staff members from: Widening Participation, Student Opportunity and beyond.

## President

The President of the Committee has a wide variety of responsibilities that primarily centre around leading on the WV strategy and being the point of coordination between all stakeholders of Warwick Volunteers – volunteers, project leaders, Exec, WV staff, and the community. Subsequently, the position contains many mandatory responsibilities, like, attending the steering committee meetings and leading volunteering related campaigns along with co-ordinating the Exec. However, there is also room to engage in many additional activities to improve WV's perception and presence, such as social event organisation, exec meetings (and more!) which can be left to the exec's creativity to conduct.

## Roles and Responsibilities

- Providing student leadership in delivering the long-term strategy
- Maintaining close communication with the staff members (particularly the WV Manager) Attending Warwick Volunteers Steering Committee meetings, and reporting back on progress on the strategy
- Leading the Exec team in creating campaigns, events, and activities for volunteers/project leaders
- Coordinating upcoming plans/activities between exec and staff
- Representing WV to community members and to volunteers, at any/all relevant events, including speaking at events (such as the annual summer event/celebration event)
- Preparing handovers for incoming exec & helping to settle into the role

## Role Suitability

- *A passion and love for volunteering above all else!*
- *Time management & organisational skills* – many contacts and projects to simultaneously manage/execute
- *Teamwork / Communication* – working closely with exec and staff members mean that you will need tight communication and co-ordination
- *Sense of initiative / critical thinking* – Many tasks and ideas that come from WV are formulated as part of a leadership group; you will be an integral part of that
- *Commitment / professionalism* – WV works to a 5-year strategy that you will be part of executing
- *Agility / Problem Solving* – in the wake of COVID, volunteering has taken a new dynamic shape, which any exec member (particularly those in a senior leadership role) will have to adapt to.

## **Time Commitment**

Being the senior student leadership position, the role of President requires moderate time commitment. A primary use of your time will be on organisation, which includes ensuring that internal projects continue smoothly, planning meetings for coordination of upcoming projects and checking in with exec. The role also requires the development of a good knowledge of WV, as well as quick adaptability to new developments.

Given the seasonal variation of the role, it is difficult to quantify an hourly workload; some weeks are certainly busier than others. It is normal for some work to be undertaken remotely during vacation times.

## **Support**

You will always have the support of the WV staff in many administrative tasks; do not hesitate to ask! Knowing the staff and what their role is helps. As President, you are involved in the recruitment of other exec members, so think carefully about what these roles entail, and who is best suited for a certain position. As part of the exec, you will work together closely on many projects, and this too will form a mutual support system.