## **Programme Voice Group – Chair Role Descriptor**

The Chair of the Programme Voice Group will ideally be a Student Voice Leader to ensure the meeting is student-focused and provides leadership opportunities to students. Normally the Head of Department, a Director of Programmes or Programme Leader will support the Student Voice Leader, and can Co-Chair the meeting if preferred.

The Chair is responsible for:

* **Assisting in the development and confirmation of the agenda.**
* **Bringing the meeting to order and regulating the conduct of the meeting.**
* **Informing students at the start of the meeting how their feedback will be used both at department level, and University level (including feedback to professional services). Students should be informed that feedback is distributed (via the minutes), and relevant actions are developed centrally with relevant Services and MDXSU. Students can be referred to section 9 of the LQEH.**
* **Following the agenda and controlling the amount of time spent on each item leading the Programme Voice Group towards an agreed decision or conclusion.**
* **Promoting engagement from staff and students at the meeting.**
* **Ensuring that students are given the opportunity to provide feedback and that staff can respond.**
* **Ensuring that students are giving cohort, rather than individual feedback.**
* **Ensuring that staff are actively reviewing the feedback and responding in an appropriate manner.**
* **Ensuring that agreed actions are appropriate and delegated and implemented within an agreed timescale.**
* **Ensuring the Programme Voice Group abides by its Terms of Reference.**
* **Checking all minutes within two weeks of the meeting taking place, paying regard to how minutes are attributed to individuals and ensuring they are circulated to the members of the Programme Voice Group and those on the distribution list.**
* **Agreeing meeting dates and ensuring these are circulated to all members.**
* **Attending any relevant training and observing updates as provided by CAPE.**
* **Ensuring any outcomes from the Programme Voice Group are promoted to the relevant cohorts of students.**