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

The Officer will normally be the Programme Administrator and by regularly communicating with the Chair, and Student Voice Leaders is responsible for the following:

* Arranging the Programme Voice Group and PVG Agenda Setting (as appropriate) and confirming the dates and rooms identified in advance of the academic year starting where possible, ensuring the dates are published on the programme space in MyLearning.
* Setting up the online meeting venues (where appropriate) and sharing links with all attendees and relevant members.
* Inviting relevant members to the meetings, including informing them of the date, time and location of meetings.
* Contacting staff not on the required membership to ask whether they have any items to be considered for the agenda (including getting relevant reports from Professional Services).
* Assisting relevant staff and Student Voice Leaders to establish the agenda for the Programme Voice Group.
* Circulating the agenda and papers one week in advance of the PVG meeting.
* Ensuring that the student representatives are supported.
* Assisting the Chair during the PVG meeting.
* Ensuring that accurate minutes are taken on the approved templates, that accurate records are maintained of meetings, decisions made and actions taken.
* Uploading minutes and details of Student Voice Leaders to the programme space in MyLearning, to be easily accessed by students.
* Circulating minutes and lists of actions not later than 4 weeks after the Programme Voice Group takes place, and to the correct stakeholders outlined in **LQEH appendix 9b**.
* Sharing attendance records of those who have been absent from meetings with CAPE and MDXSU.