**Societies, Sports & Opportunities (SSO) Executive Member Job Description**

What is the Societies, Sports & Opportunities (SSO) Executive?

The Societies, Sports and Opportunities (SSO) Executive is responsible for:

* Ratifying new student groups, including acting as an impartial adjudicator in issues of duplication
* Approving the process for the annual allocation of resources to student groups
* Holding the VP Societies & Sports accountable for their work, providing support and acting as a critical friend
* Providing support for democratic functions within student groups, acting as an impartial observer for General Meetings and other events
* Advising the Officer Group and other Executives on issues relating to the success of student groups

Duties and Responsibilities

* Work with relevant student groups to gather feedback on specific student interests relating to student groups and their experience.
* Attend the Societies, Sports & Opportunities (SSO) Executive meetings four times a year (normally taking place in November, January, March and May) and provide insight and feedback to the VP Societies & Sport as appropriate.
* Ratify new student groups critically, having analysed all relevant information and documents before making a decision.
* Engage in the student group ratification process, usually taking part the week after the Societies, Sports & Opportunities (SSO) Executive through a vote.
* Act as a critical friend for the VP Societies & Sport

Skills you will develop in the role:

Being in this role will provide you with several skills that can help you in your academic and professional life. Some of these will include:

* Teamwork
* Leadership
* Organisation & time management
* Listening
* Written communication
* Strategic thinking
* Decision-making
* Problem-solving
* Student Engagement
* Stakeholder Management (collaboration with staff & student groups)
* Community Outreach
* Student Representation

What might your year look like as a Societies, Sports & Opportunities Executive Member?

| **Autumn Term** |
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| **Attend SSO induction** | 0.5h |
| **Attend November SSO Executive** | 2h |
| **November Ratifications window*** Read through applications
* Fill Ratifications form
 | 3h |
| **EXPECTED ACTIVITY** | **5.5h** |

| **Spring Term** |
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| **Attend January SSO Executive** | 2h |
| **January Ratifications window*** Read through applications
* Fill Ratifications form
 | 3h |
| **Attend March SSO Executive** | 2h |
| **March Ratifications window*** Read through applications
* Fill Ratifications form
 | 3h |
| **EXPECTED ACTIVITY** | **10h** |

| **Summer Term** |
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| **Attend May SSO Executive** | 2h |
| **May Ratifications window*** Read through applications
* Fill Ratifications form
 | 3h |
| **EXPECTED ACTIVITY** | **5h** |