



What is the  
**Students'**  
**Union?**

[ussu.co.uk](http://ussu.co.uk)

A red t-shirt is shown on the right side of the image. It features a white silhouette of a stag's head with antlers, identical to the one in the top left. Below the silhouette, the text "The University of SU" is visible, followed by "Students' Uni" and "OFFICE" in large, bold, white capital letters. The bottom of the text is cut off.

The University of SU  
Students' Uni  
OFFICE



*Our mission and our purpose is -*

**“To enrich students’ lives,  
the community in which  
they live and the University  
of Surrey by creating the  
changes they want and to  
enable them to achieve  
their ambitions.”**

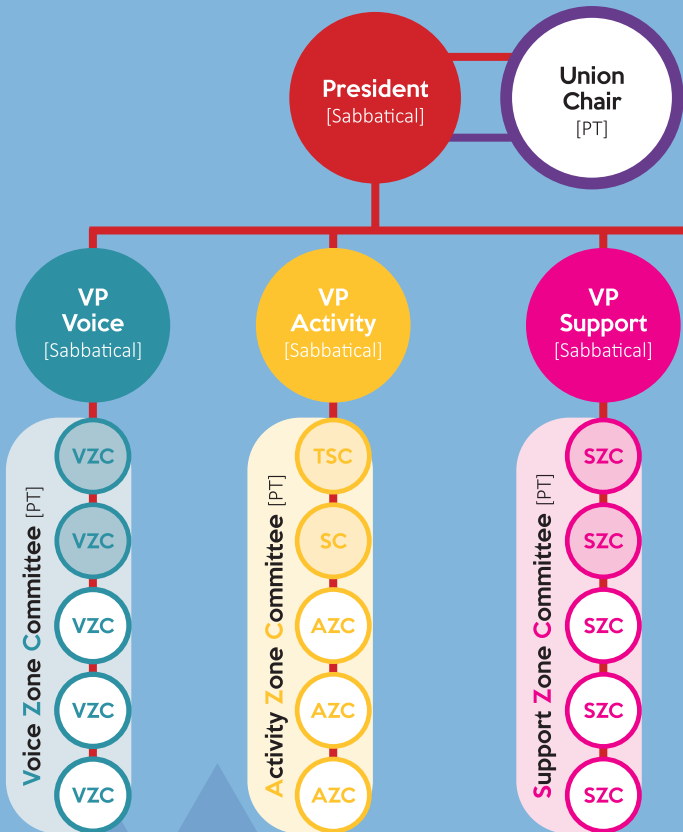
# welcome

Our official name is the **University of Surrey Students' Union**, however our friends call us the *Students' Union*, the *Union* or sometimes just the *SU*. We are a **registered charity** and our job is to listen and act on behalf of the students of the University of Surrey. We work in a building on Stag Hill Campus, which is *also* referred to as the *Students' Union* or occasionally by our nightclub's name, *Rubix*.

It is important to note that - **we are not a University department**. We have a positive working relationship with the University and they assist us financially, however **we operate independently from the University**, allowing us to voice students' opinion openly, without a conflict of interest.

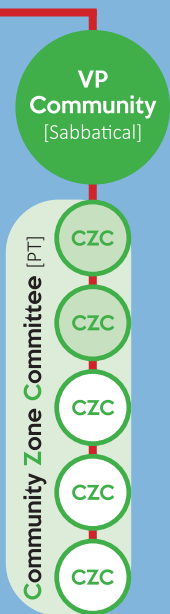
To make sure the Union only makes decisions with students' best interests at heart, **we employ five students to run the organisation**. Read on to find out more about what they do...

# The Union's Officer Structure



The Students' Union is led by a team of elected student officers. Some officer roles are full-time, paid positions; others are part-time voluntary roles.

The Students' Union has five full-time officers known as 'Sabbaticals' – The President and four Vice Presidents. While the President leads the strategic direction of the Union, the four Vice Presidents each lead a 'Zone Committee' for the four key areas of the Union – Voice, Support, Community and Activity. There are five elected student volunteer roles on each of the Zone Committees. The Union also elects a standalone voluntary role of Union Chairperson.



## Glossary

**Sabbatical** - This is an elected officer position, in which a student takes a year out from their studies (or immediately after) to lead and work in the Union.

**VP** - Abbreviation for Vice-President.

**[PT]** - Abbreviation for Part Time. These positions are elected officer positions in which a student volunteers in the Union for a year alongside their studies.

**TS** - Team Surrey Chair

**SC** - Societies Chair

**VZC** - Voice Zone Committee

**AZC** - Activity Zone Committee

**SZC** - Support Zone Committee

**CZC** - Community Zone Committee

**Central Zone** | responsible for all activities that affect the entire

**Voice Zone** | Acting on student opinion, ensuring democracy and working

**Activity Zone** | Encouraging participation in extra-

**Support Zone** | Running Wellbeing campaigns, overseeing Union Support

**Community Zone** | Organising events, entertainment and volunteering

Students' Union.

with national partners to represent our students.

curricular activities to improve individual development.

and Advice and providing feedback on University Support Services.

opportunities whilst representing students in the local Guildford community.

# THE ZONES

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The Union operates under five 'Zones'. Each Zone takes responsibility for a different facet of student life, that has an impact on the student experience.

# CENTRAL ZONE

leading the union | upholding the bye-laws | developing fundraising

## Union President

The Union President is the lead representative of the Students' Union. This position is a combination of all four Zones and being the leader involves grasping important student issues, managing the Vice-Presidents, managing the Students' Union CEO, Chairing the Students' Union Board of Trustees and having a vision for the organisation. The President is also a trustee of the University, making this officer a voting member of University Council.

## Union Chairperson

The Union Chair is the only full-time student that is a trustee of the Union **and** a part-time officer. This officer chairs the Union Executive Committee (Exec) and is the lead student representative – responsible for leading the conversation, holding elected officers to account and upholding the Union's byelaws and policies.

**For more information |** [www.ussu.co.uk](http://www.ussu.co.uk)

[@ussupresident](mailto:@ussupresident) | [ussu.president@surrey.ac.uk](mailto:ussu.president@surrey.ac.uk) | 01483 689227

[@ussuchair](mailto:@ussuchair) | [ussu.chairperson@surrey.ac.uk](mailto:ussu.chairperson@surrey.ac.uk)



# VOICE ZONE

student opinion | democracy | national partners | course reps

## Vice-President Voice

The Vice-President Voice (VP Voice) is the officer who takes responsibility for keeping democracy at the heart of the Students' Union, working on student surveys and feedback, supporting student-led change campaigns and maintaining our relationship with other Students' Unions nationwide. They also oversee our team of over 550 Course Reps who keep the Union informed of how programmes are being run and whether the cohort is happy.

## Course Reps and Elections

Course Reps are elected student representatives who provide an essential link between those studying on a course and the staff delivering it. Every course has a Course Rep, to ensure vital feedback, direct from the cohort, is listened to and where necessary acted upon. As well as supporting the Course Reps, the Voice Zone is also responsible for running the Students' Union elections.

**For more information |** [www.ussu.co.uk/voice](http://www.ussu.co.uk/voice)  
[@ussuvoice](mailto:@ussuvoice) | [ussu.vpvoice@surrey.ac.uk](mailto:ussu.vpvoice@surrey.ac.uk) | 01483 689228

# ACTIVITY ZONE

clubs and societies | participation | individual development | activities

## Vice-President Activity

The Vice-President Activity (VP Activity) is the officer who leads on encouraging students to get involved in something extra-curricular of their studies, for their personal growth and individual development as well as helping to break down barriers to activity. This can take the form of joining a sports club, a society, attending one of our Give it a Go trips or participating in social sport opportunities both on campus and at Surrey Sports Park.

## Sports Clubs and Societies

The Activity Zone takes the leading role in student participation at Surrey and with over 5,000 Sports Club and Society members, they are doing a great job. The Zone supports more than 150 Sports Clubs and Societies, who cater for a wide variety of interests and pursuits, with new groups being created all the time. The Activity Zone is also responsible for helping students to develop as an individual, so expect to see events and activities throughout the year, helping students to learn new skills, improve existing ones or just have fun!

**For more information** | [www.ussu.co.uk/activity](http://www.ussu.co.uk/activity)  
@ussuactivity | [ussu.vpactivity@surrey.ac.uk](mailto:ussu.vpactivity@surrey.ac.uk) | 01483 683922

# SUPPORT ZONE

wellbeing | advice and support | improving services

## Vice-President Support

The Vice-President Support (VP Support) is the officer who leads on awareness campaigns, services which the Union provides to help students, and works full-time to represent the Union to those who provide support services to students. They also work with University Support services to provide feedback and suggested improvements.

## Support and Academic Appeals

The Support Zone is here to help students with any issues, difficulties or challenges you may face during your time at University. Most of these can be directed straight to the VP Support, however sometimes they will need to come and speak to one of our dedicated caseworkers. These specially trained members of staff can talk them through any University academic appeal, complaint, extenuating circumstances, academic misconduct or disciplinary. So whatever a student encounters during their time at Surrey, there is a friendly, helpful, person, ready to assist!

**For more information |** [www.ussu.co.uk/support](http://www.ussu.co.uk/support)  
[@ussusupport](mailto:@ussusupport) | [ussu.vpsupport@surrey.ac.uk](mailto:ussu.vpsupport@surrey.ac.uk) | 01483 683953

# COMMUNITY ZONE

volunteering | entertainment | community development

## Vice-President Community

The Vice-President Community (VP Community) is the lead officer for social activity & events that bring students together, and representing the views of students within the campus community and the local community. The VP Community works closely with a number of community groups to ensure students have the best possible experience both on and off campus.

## Residents, Community Reps and Volunteers

The Community Zone works closely with external groups and Community Reps to manage and develop the Students' Union's relationship with residents, businesses and other relevant groups outside the University. Feedback received from these sources helps us to improve the communication between students and the town, with the aim of building a strong sense of community between us all. Volunteering also sits within the Community Zone and our body of enthusiastic and dedicated volunteers engage in a wide variety of activities, helping them to gain new skills and meet other students.

**For more information |** [www.ussu.co.uk/community](http://www.ussu.co.uk/community)

[@ussucommunity](mailto:@ussucommunity) | [ussu.vpcommunity@surrey.ac.uk](mailto:ussu.vpcommunity@surrey.ac.uk) | 01 483 689981

# EXEC

**The Union Executive (*Exec*) is the top student decision making body in the Students' Union.**

The voting members of Exec are the Union President, Union Chairperson, VP Voice, VP Activity, VP Support, VP Community, plus two members from each Zone Committee.

(In the case of the Activity Zone, the Team Surrey Chair and Societies Chair are the positions that sit on Exec.)

Any student can attend Exec and submit a motion to make a change, for consideration by the committee.




More information about this can be found at [ussu.co.uk](http://ussu.co.uk)



# Employment Opportunities

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Working for the Students' Union is a rewarding and career-enhancing experience.

-  We offer roles in retail, finance, administration & bar work, with full training and hours that work around your studies.
-  There are also opportunities in some areas for progression - including supervisory and management roles - which you can work towards during your time with us.
-  Many of the students who come to work for us find the experience they gain from working for the Union sets them up for future employment, helping them to develop a range of skills and qualities desirable to employers.

**For more information visit [ussu.co.uk/jobs](https://ussu.co.uk/jobs)**



Rubix is a multi-purpose concert and conference venue, with a capacity of 1,550. In addition to an amazing line-up of weekly club nights, Rubix also hosts daytime events which ensures the Union building is always bustling with activity. The ever-popular Thursday Market sells fruit, vegetables, bread, cakes and hot food, all at great prices.



Hari's Bar is the main Students' Union bar. It hosts a regular quiz night, open mic night and is the perfect place for pre-drinks. You can find us up the stairs by the entrance to the Union or via the Rubix entrance.



The Basement is our multi-purpose underground space. Functioning as our smaller, more intimate club venue. The space can be used for music, arts and other creative activities.

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# VENUES

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**'No act of kindness,  
no matter how small,  
is ever wasted.'**

- Aesop

Volunteering is a great way to engage with the local community, gain valuable skills and meet new people – helping you graduate with much more than a degree.

Whether you can spare an hour, a month or one night every week, you will be surprised how your talents, skills and enthusiasm can really make a significant difference to people around you.

There are also many one-off volunteering opportunities if you're unable to commit to regular hours.

# volunteering

There are opportunities in the local community as well as with the Union – whatever your interests are we can find something for you.

For more information visit  
[www.surreyvolunteering.com](http://www.surreyvolunteering.com)





# Get Involved

Get Involved is a booklet containing details of all the days out, trips and activities on offer, provided by the Students' Union, Sports Clubs and Societies.

Pick up a free copy to join us for everything from theatre trips to go-karting; from days out to baking.

For more information visit - [ussu.co.uk](http://ussu.co.uk)

# find out



Facebook



Instagram



Twitter



Snapchat



Tumblr



YouTube

The Students' Union has a presence on all of the above platforms. You can find us **@surreyunion** to receive updates about our activities, campaigns and events. Different channels offer a different perspective of Union life, so connect with us on a number of them, to build a picture of Surrey life.



Union  
Website

The Union website is the hub for our resources. If you want to find out more about a particular subject, join a sports club or society, or use a Union service, this should be your first stop.



In Person

Come in and see us in person! This can either be to see a member of staff or officer, or to participate in a Union meeting or committee. You can check staff/officer availability or find the time and date of forthcoming Union meetings on [ussu.co.uk](http://ussu.co.uk)



Digital  
Signage

The Students' Union owns a network of digital plasma screens across the University, which advertise our activities, and those of selected partners.

# more ...

## Union Newsletter

We send out a weekly Union newsletter which covers Union activities, campaigns and events, as well as news stories from sports clubs, societies, individual students and the University.

## Everything Else

If you have a question and/or you need some help, you can also contact us by email, telephone and post.

## Contact Details

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**Facebook** | [www.facebook.com/surreyunion](http://www.facebook.com/surreyunion)

**Twitter** | [@surreyunion](https://twitter.com/surreyunion)

**Instagram** | [@surreyunion](https://www.instagram.com/surreyunion)

**Snapchat** | [@surreyunion](https://www.snapchat.com/add/surreyunion)

**YouTube** | [SurreyUnion](https://www.youtube.com/SurreyUnion)

**Tumblr** | [surreyunion.tumblr.com](http://surreyunion.tumblr.com)

**Web** | [www.ussu.co.uk](http://www.ussu.co.uk)

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The University of Surrey  
**Students' Union**