



# **Volunteering platforms and next steps**

# You will be invited to the following:

**01**

Share Point.

**02**

Student  
Voice (Café)  
Forums.

**03**

Pre-meeting  
briefings.

**04**

Monthly  
Student  
Voice Forum  
meetings  
(LIVE).

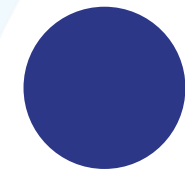
# 01 Share Point

- You will receive an invitation to a meeting from the committee or board secretary.
- They will provide a link to the Share Point or Microsoft Teams space that they use to store and share meeting papers.
- Your accessibility requirements have been shared with the committee in advance.

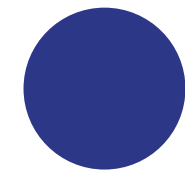
# 02 Student Voice (Café) Forums



These work just like your module forums.



This is where you will post your reports, talk to one another, ask questions, find information, news and important updates.



Action - we will send you a link to click on to activate your enrolment to the Student Voice Forums.

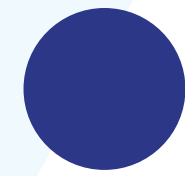
# 03 Pre- meeting briefings

- 30-minute online meeting with your Volunteering and Representation Officer/s, before your committee meeting.
- The expectation is that you would have read some of the papers in advance.
- The committee will send you a separate invitation to the meeting, you **MUST** let them and us know if you cannot attend.
- We talk about things you may find interesting in the papers and discuss how you might want to share the views of the student community and ask questions.

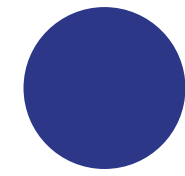
# 04 Student Voice Monthly Forum



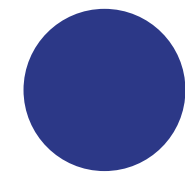
1 hour, 7-8pm once a month online. Informal space and optional. Hosted by the VP Student Representation.



Timetable, agenda, links to sessions and presentations placed in the forums in advance. We also send you a calendar invite via email.



We invite external speakers, provide news, information and updates and training.



This is a great space to meet other Reps!

# After your first meeting...

## Writing reports –

*Faculty Assembly does not require a report.*

We will send you a link to the writing reports training video and Templates.

# Drop-ins available...

... for those that need help with the following:

- Accessing forums
- @Open email accounts
- Any other queries
- Contact us to arrange – **oustudents-volunteer@open.ac.uk**