

## **Students' Union Officer Roles**

### **Sabbatical President and Student Governor- Union Development & Student Governor**

The President is the Chief Executive of the Union and has overall responsibility for ensuring resolutions are delegated and carried out. The President is responsible for bringing the full executive together as a team. The President oversees all of the union services and finances ensuring they follow policies decided by the student body. This post is only for students over the age of 18 on the 1<sup>st</sup> of August on the year of the election.

The President shall:

- Be accountable for all actions undertaken by the Students' Union, making decisions in conjunction with the Executive Committee and Student Parliament and leading change on issues that affect students.
- Be the prime representative of the union and seek to involve as many students in the union as possible and to liaise with the college over any matters affecting students.
- Attend the Corporation Board and other relevant college committees and providing relevant reports to Governors, and report back to the union.
- Lead delegations to NUS Annual Conference, Regional Conferences and any area conference and report back to Student council as appropriate
- Be a cheque signatory to the union bank account.
- Compile a report on his/her activities for consideration at Student Council.
- Meet with the Returning Officer and ensure that elections happen in accordance with the union constitution; notify Student Parliament of the resignation of any union officer and ensure the Student Parliament decides appropriate action.
- Participate fully in executive committee meetings.
- Maintain all legal documentation relating to the union, including the constitution, instrument and articles of government, the union code of practice and all legal advice.
- Arrange training for the Executive Committee following their elections.
- Ensure that all officers of the union compile a written report for each meeting of Student Council and for wider circulation.
- Ensure that a report is presented to the Student Parliament on the activities of the union over the previous year. After approval this should be submitted to the college corporation and logged in the union office.
- Be a member of Student Parliament and ensure that the decisions that are passed are implemented.

- Be responsible for publicising all Executive Committee and Student Parliament meetings, receiving debates and changes for discussion and circulating agendas and minutes to members of the meeting.

Under the direction of the finance committee the President Shall also:

- Regulate expenditure of the union in such a way as to maximise union activities.
- Be responsible for ensuring that the union draws up and approves an annual budget.
- Present an update of income and expenditure to each meeting of the Student Council, upon request.
- To ensure each constituency is accountable for the finance of the centre and all financial transactions are completed within college guidelines
- Ensure that the union accounts are audited annually, and that they are presented to the Corporation Board.

#### GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of college-wide activities, such as duty rotas, enrolment and marketing events and staff development activities.
- Participate in training and team development activities, to develop skills and knowledge.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the college's Health and Safety Policy statement and the college's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other college requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
- Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding and Child Protection requirements as outlined in the Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults.
- Undertake such additional duties or projects as the Principal may determine from time to time, after consultation with the post holder.

## **Vice President and Student Governor**

Who shall be a member of the executive committee, shall:

- In conjunction with the Sabbatical President and centre presidents, ensure the interests of the students at their site are well represented across the college, at the site and union council
- Assist with the planning and running of the Annual Student Parliament
- Ensure all constituencies of the Union publicise all activities.
- In conjunction with the sabbatical officer and centre presidents work with the committees to aid the development of student representation on each centre.
- Shall attend governors meetings with the sabbatical President
- Liaise with the relevant college staff to monitor the implementation of the college Student Involvement Strategy and Action Plan.
- Present relevant reports to the executive committee and board of governors when necessary.
- carry out other duties as laid down by the executive committee and union council

## **Vice President, (Enter Centre)**

Who shall be a member of the executive committee, shall:

- in conjunction with the Sabbatical President, ensure the interests of the students at their site are well represented across the college, at the site and union council
- ensure that Union activities are publicised on their site
- ensure the provision of a union stall at enrolment
- co-ordinate Union activities at their site
- chair their site Council
- promote elections for Class Reps and union officers to encourage high participation
- represent students at the site to management on issues that are unique to that site
- Liaise with the relevant college staff to monitor the implementation of the college Student Involvement Strategy and Action Plan.
- ensure with the Voice and Communications Officer that work is undertaken to ensure that apprentices, international and Higher Education students are able to take part in student voice activities
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and union council
- be a member of union council and present relevant reports
- act reasonably and prudently in all matters, and in the best interests of the union

## **Activities Officer**

Who shall be a member of the executive committee shall:

- Liaise with the Centre Vice President and Voice/communication Officer to arrange events that the student body have requested
- Shall work with in the identified budget to execute these events.
- Shall have regular meetings with the Social chair/ committee to develop the range of activities that are provided for all students, including skills development, entrepreneurial college and welfare events.
- Shall have regular meetings with the sports chair/ committee to increase sports and/or participation in the identified sports
- Shall work with the Voice and Communications officer to ensure the events are effectively promoted.
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and union council
- be a member of union council, and present relevant reports

## **Sports Chair**

Who shall be a member of the committee, shall:

- gather student input as to what sporting events they would prefer to see on their centre
- work with the relevant staff to ensure that students have access to leisure activities.
- Build and maintain a committee to support the development of sport
- Work with the centre vice president and Voice/Communications Officer to make decisions on the opportunities offered
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and union council
- be a member of union council and present relevant reports

## **Social Chair**

Who shall be a member of the committee shall:

- organise and publicise a variety of entertainment and other social activities to reflect the interests of all sections of the student body
- establish and maintain contact with relevant clubs, societies, companies and organisations to the advantage of students
- work alongside the sabbatical, Voice and communications to plan events
- establish and maintain contact with relevant officers at other centres
- be responsible for the sale and distribution of tickets and the collection of monies for activities, under the direction of the trustee board
- meet with the site officers to ensure that all social activities are well publicised to all students on all sites
- consult with students at the beginning of the year and design an entertainments programme, in conjunction with the president and the finance

officer, for the whole of the year on the basis of information received- events to include skills development, entrepreneurial and welfare events.

- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and union council
- be a member of union council and present relevant reports

### **Voice and Communications Officer**

Who shall be a member of the executive committee shall:

- Work with the Sabbatical Officer and Centre Executive committee to ensure that all Union activities that the SU run have the full support of the student body by ensuring regular feedback is gathered by the executive committee.
- Work with the Executive committee in maintaining and developing the Students' Union social networking and website to ensure they are relevant
- Ensure in conjunction with the Activities Officer and the centre Vice president that all events are promoted effectively.
- Shall liaise with the relevant academy areas and Sabbatical President to ensure communication to course reps regarding items raised at council, Principals Question time and other feedback opportunities.
- Shall have regular meetings with the communications committee, sports and social committees to ensure effective team work
- ensure with the Centre Vice President that work is undertaken to ensure that apprentices, international and Higher Education students are able to take part in student voice activities
- present relevant reports to the executive committee
- carry out other duties as laid down by the executive committee and union council
- be a member of union council, and present relevant reports

### **Treasurer**

Who shall be a member of the executive committee, shall:

- shall work with the executive committee to manage the Students' Union finances within the boundaries set in the constitution
- prepare budgets and proposals of the financial nature where necessary
- submit audited accounts to the principal and board of governors
- present relevant reports to the executive committee and college board of governors
- carry out other duties as laid down by the executive committee and union council
- be a member of union council and present relevant reports