



Job Descriptions for Students' Union (SU) Elections 2011

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Hints

The most important thing to remember is that while each role has specific duties the most important thing is for an officer to be flexible and have a 'can-do' attitude. All officers will need to help out the others and work as a team.

'All officers bar none will be expected to roll up their sleeves and muck in!'

'Being an officer is very hard work but also very rewarding'

All Executive Officers must:

Student Representation/service provision:

- Use the Students' Union Liaison & Quality Co-ordinator (SULQC) as their primary source of information and advice regarding SU activities
- Work their agreed hours
- Make sure both SU Offices are staffed by full time and part time SU Officers during opening hours (e.g. 9.30-5.30). This should be done via a rota system managed by the Vice Presidents (VPs)
- Work with the other officers to gather effective and reliable feedback from the student body and communicate this to the students and University management
- Act as a source of information and support for students
- Abide by and uphold SU policy and adhere to the constitution of the Students' Union
- Actively promote the profile of the Students' Union, such as through media and by encouraging student participation
- Attend NUS Regional Conferences and other relevant events
- Liaise with the SULQC to arrange annual leave or to inform of sickness
- Attend all relevant University committee meetings

Working with other officers and the Student Council:

- Assist and support fellow officers in their work as necessary
- Attend all Executive Committee and Student Council meetings
- All officers to produce an executive report of all their activities at least 10 days before each Student Council meeting and send this the SULQC
- Take responsibility for any other duties as decided by the Executive Committee and/or Student Council

- Work closely with their predecessors at the start of their term of office to receive a comprehensive handover for the ongoing benefit of the SU
- Prepare a full handover to the officer's successors at the conclusion of their term off office

General:

- Ensure that any legal obligations are observed, e.g. health and safety, equality legislation etc.
- Help out with promotion and publicity of all SU events, in particular the annual elections
- Abide by the SU confidentiality policy at all times
- In all areas of work, honour the confidentiality of all students

Full Time Officers

PRESIDENT

Representation and feedback:

- Be the prime spokesperson of the Students' Union and the student body
- To support the SU Casework Advisers in the delivery and implementation of the SU Information, Representation and Advice (AIR) service and thereby ensure a high quality of support for all students
- To be available to represent students at hearings and meetings on request
- If elected, to attend the Board of Governors and other relevant University committees and report back to the Students' Council
- To lead delegations at conferences and meetings with external bodies as appropriate
- Take the lead in gathering effective and reliable feedback from students and communicate this to the student body and University management
- To be visible, approachable and professional at all times and to encourage the other officers to act accordingly
- Oversee the effective functioning of the StARs scheme
- To be responsible for the SU's strategic planning, including research and coordination, giving consideration to the longer term success of the SU beyond individual terms of office

Participation:

- Encourage students to get involved in Students' Union activities
- Together with the VPs, plan a strategy to reach out to the student body, particularly those groups who currently have little or no involvement with the SU

Working with other officers and Student Council:

- To lead the work of the Executive Committee as directed by the Student Council
- To encourage the Students' Union officers and committee members to work as a motivated team and to the best of their abilities
- Ensure that all officers' attendance and punctuality is at an acceptable level and to enforce the staffing rota with the VPs
- Ensure that all officers attend all relevant University committees

Working with the University:

- Be the main point of contact for the SULQC and meet with him/her regularly (not less than once per month)
- Meet the University management and trade union representatives as appropriate and report back to the Students' Union
- Working in close liaison with the VPs, co-ordinate the SU's work in relation to the University's quality assurance process

Financial handing:

- To work with the SULQC to produce an annual SU budget request to be submitted to the Head of Student Services
- To oversee the SU's annual budget and monitor expenditure in conjunction with the SULQC
- In conjunction with the SULQC, ensure that all financial transactions are valid and justifiable and all necessary documentation is kept and appropriately filed for all transactions
- Report on SU income and expenditure at each Executive Committee and Student Council meeting
- Ensure the timesheets of part-time officers are obtained and checked in time for the monthly payroll deadline

Working with external organisations:

- Be the official spokesperson of the Students' Union to the media and other external bodies
- Be the prime point of contact for enquiries to and from the National Union of Students (NUS), at national and regional levels
- Circulate materials received from the NUS to the relevant officers on the Executive Committee
- Advise the SU on how to use the NUS as a resource

General:

- Ensuring copies of reports, letters and policy documents are kept in the SU's files
- Be responsible for ensuring that all legal documents such as the constitution, Instruments and Articles of Government and any correspondence are kept safe

VICE PRESIDENTS (NORTH AND CITY)

Representation and Feedback:

- In conjunction with the President, deal appropriately with students' concerns, aspirations and problems in relation to education provision
- To support the Casework Advisers in the delivery and implementation of the SU Information, Representation and Advice (AIR) service and thereby ensure a high quality of support for all students
- To be available to represent students at hearings and meetings on request
- Liaise with the SULQC on developing and maintaining a system for the election, training and the induction of student academic representatives (StARS)
- To be the main point of contact for the StARS
- Develop and maintain a forum for academic representatives

- Develop and maintain systems for regularly gathering students' opinions on the quality of their course and the institutional provision of support services and to regularly report these findings to the University

Working with the University:

- Liaise with the University on the monitoring and review of regulations governing the conduct of students
- Work closely with the SULQC in regards to the running of the StARS scheme
- Together with the President, co-ordinate the SU's work in relation to the University's quality assurance process
- To liaise with the SULQC regarding the quality of the SU service
- Be a nominee to the Academic Development Committee and any other bodies established by the University and which have a bearing on the education of students and on which SU representation is invited

Working with other officers and Student Council:

- To support the work of the President and to deputise for him/her in times of absence
- Together with the President, plan a strategy to reach out to the student body, particularly those groups who currently have little or no involvement with the SU
- To take responsibility for office management at each campus, including drawing up a rota for the full and part-time officers to ensure offices are staffed at all times during opening hours

Secretarial duties:

- Along side the Chair of the Student Council, be responsible for organising and publicising all Students' Union meetings
- Be responsible for drawing up and circulating the agendas for Executive and any other SU committee meetings
- Be responsible for ensuring that accurate minutes are taken of every SU meeting and that copies are distributed to Executive Committee members and put on the SU website and a copy is kept in the files
- Be responsible for ensuring there is an efficient and accessible filing system in the Students' Union and to develop a communication strategy to students with the approval of the executive committee
- Maintain files of all NUS publications, reports, resolutions and minutes of all NUS conferences

PARTICIPATION AND DEVELOPMENT OFFICER

Participation:

- Encourage students to become involved in the Students' Union and help and advise students who want to launch events and activities in conjunction with the SU
- To take the lead in following up students' ideas for activities and events, and other areas of development in line with the aims and objectives of the SU
- Promote events and activities to raise student involvement and participation in the Students' Union
- Encourage societies to become affiliated to the Students' Union and assist them with this process

- Issue guidance and advice to affiliated societies on organisational, promotional and financial matters
- Organise a societies forum to discuss new ideas on the development of new societies
- Attend all affiliated societies Annual General Meetings
- Ensure the SU and societies have a presence at relevant University events and conferences
- Where necessary, to assist and represent individual students on University matters

Working with the University:

- Work with the Student Council Chair and the SULQC to ensure Student Council members attend all meetings
- To work closely with the Student Development & Activities Service within Student Services and Campus Services to set up fresher's and refreshers fairs
- Work closely with the Student Development and Activities Service, (Student Office) to encourage students to get involved in societies and to form new ones
- To liaise with the Volunteering team in Student Services to encourage students who are interested in volunteering to get involved
- Liaise with the societies and raise any issues they may have with the Student Development and Activities Service with the SULQC and the Head of Student Services
- To work closely with the Communications and Campaigns Officer to support the SU Campaigns and to get students involved in them
- To work closely with the Communications and Campaigns Officer to plan and implement the SU's events and activities RAG week activities, including consulting with the student body to pick appropriate and relevant charities to support

Publicity:

- Liaise with the relevant Executive Committee members to ensure adequate publicity is produced for all Students' Union events and activities, e.g. posters, leaflets, flyers etc.
- Ensure that publicity for all events is distributed in all departments and at all University sites
- Where appropriate, promote the activities of the Students' Union to the local community
- Assist the SULQC in publicising Student Council meetings
- Liaise with the University on the contents of the Students' Union entry in prospectuses and handbooks to students
- Monitor all publicity, which arrives at the Students' Union, and display it appropriately.
- Take responsibility for the checking of Students' Union notice boards and ensure they are kept up to date and tidy
- With the help of the Returning Officer, produce and distribute the publicity for the Students' Union elections

COMMUNICATIONS AND CAMPAIGNS OFFICER

Communication:

- Be responsible for all communication required for the running of a successful Students' Union, including co-ordination of the communication between its members, the Executive and other committees, Student Council, University academic and professional services departments and external organisations
- Be responsible for co-ordination of student media, incorporating the Independent Student Magazine, radio station, website and other areas of student media
- To maintain and update the Students' Union Website and make sure all relevant information and committee/meeting minutes are available online

Campaigns:

- To take the lead on co-ordinating the SU's campaign work and report to the Executive Committee and Student Council for approval a strategy for the SUs campaign work for the year
- To work closely with the Participation and Development Officer on running the campaigns
- To work closely with the Participation and Development Officer and the SULQC to plan and implement the SU's activities and events

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Representation:

- Where necessary, to assist and represent individual students on University matters

Part Time Officers

EQUALITY AND DIVERSITY OFFICER

Equality and Diversity:

- Ensure all students are treated equally, regardless of their race, gender, sexuality, disability, age, ethnic origin, religious and other beliefs
- To help the creation of a non-discriminatory environment both in the SU and amongst the student body

Representation and participation:

- Encourage student to set up societies and plan events, which tackle issues of diversity and equality
- Campaign on issues to ensure that the University, students, and the Students' Union treat every student equally and fairly
- Organise, as required, a forum for students to meet to discuss equal opportunities issues
- Establish, maintain contact and provide information from groups and organisations, which work on equal opportunities issues
- Promote the positive involvement of all students who face discrimination to the Students' Union and the University

Working with external organisations:

- Build appropriate links with external organisations for the benefit of students

Working with other officers and the Student Council:

- Ensure that the Executive Committee acts in accordance with equal opportunity legislation and provides a fair and equal service for all students

Working with the University:

- Liaise with the University to ensure an input into the development, monitoring and review of the University equal opportunity procedures
- Establish and maintain a strong working relationship with the Disability and Dyslexia Service and other similar services

WELFARE OFFICER

Welfare issues:

- To ensure the welfare of all students is at the forefront of all SU activity
- Deal with, but NOT counsel, students who have welfare problems, respecting confidentiality at ALL times
- Refer students to the appropriate University Student Services
- Attend any relevant training and briefing days for Students' Union Welfare Officers
- Campaign on and raise awareness of welfare issues as agreed by the Executive Committee/Student Council, e.g. debt, safe sex, drug/alcohol abuse, etc.
- Disseminate general welfare information
- Liaise with the SU Casework Advisers to promote welfare issues as much as possible
- Establish an enquiry service and advertise its availability on each of the sites
- Maintain and order stocks of information as required (SULQC to assist with this)

Working with the University:

- Liaise with the Head of Student Services or their nominee regarding welfare issues affecting the student body in order to influence the provision of support services available within the University
- Attend the monthly fee management and Health and Safety Council meetings and report back to the Executive Committee and Student Council

Making external links:

- Establish and maintain contact with, and provide information from, groups and organisations, which work on welfare issues
- Make appropriate external links with professionals who provide services in the welfare field, such as Health and welfare charities and the local Primary Care Trust

INTERNATIONAL STUDENTS OFFICER

Participation, Representation and feedback:

- Endeavour to involve international students in SU activities as much as possible

- Help to tackle issues preventing the participation of international students in university activities
- Highlight issues and provide feedback to the University which are particularly relevant to international students
- In collaboration with the Diversity Officer, help the creation of a non-discriminatory environment both in the SU and the University
- Work closely with international student societies and assist them with their work where required
- To promote awareness of the issues affecting international students

Working with the University:

- Work in conjunction with the societies and International Office and Student Services to help integrate international students into the University
- To liaise with the International Office and the Student Office, in organising and assisting in joint events
- Build and maintain a close working relationship with the International Student Advisers within Student Services and refer students to them where appropriate
- NOT to advise students themselves

Making external links:

- To liaise with the relevant external organisations which may be useful for international students to contact
- Increase awareness of London-wide International Students organisations

Working with other officers:

- To ensure that the Executive Committee acts to ensure equality of opportunity for international students and provides services for international students
- Liaise with SU Casework Advisers with particular regard to the needs of international students

POSTGRADUATE STUDENTS OFFICER

Participation, Representation and Feedback:

- Work to involve postgraduate students in the SU as much as possible and highlight any issues preventing participation
- Highlight issues and provide feedback to the University which are particularly relevant to postgraduate students
- Promote and assist groups and societies with the University geared towards the wellbeing and provision of service to post-graduate students

Working with other officers:

- To work in collaboration with the SU Vice Presidents to assist and promote the StARs with postgraduate courses at the University
- Liaise closely with post graduate StARs and promote awareness of issues affecting post-graduate students
- Liaise with SU Casework Advisers with particular regard to the needs of Postgraduate Students
- When necessary, refer students to the Universities Student Services Department

Working with the University:

- Work closely with the Post Graduate Centres to raise awareness of the SU within the postgraduate student community
- Assist in other SU activities with a particular emphasis on postgraduate students
- Work closely with the Careers Development and Employment Service to promote student development through employment /volunteering opportunities for postgraduates

PART TIME STUDENTS OFFICER

Participation, Representation and feedback:

- Work to involve part time students in the SU as much as possible and highlight issues preventing participation
- Highlight issues and provide feedback to the University which are particularly relevant to part time students
- Encourage and promote the work of the SU to part time students at the University
- Work closely with the post-graduate officer to represent part time students

Working with other officers:

- To work closely with the Participation and Development Officer to reach out to part time students to represent their needs
- Liaise with SU Casework Advisers with particular regard to the needs of part time Students

Working with the University:

- Work closely with the Under and Postgraduate Offices and the University Departments to represent part time students
- Work closely with the Student Development & Activities Services to assist part time students to form societies and encourage them to get involved in other societies
- Work closely with the Career Development and Employment Service to help and assist part time students into employment

Independent Student Council Members – role summary

What is the Student Council?

The Student Council is the governing body of the Students' Union. It directs the work of the Executive Committee and holds them to account. It is made up of:

- 10 members of the Executive Committee
- 13 representatives from the societies
- 13 Student Academic Representatives (StARs)
- 4 Co-opted students
- 6 Independent Student Council members - it is these positions that are up for election. Three to be elected to represent City and three to represent North Campus. The Student Council meets four to six times a year. It also has a number of sub-committees. You will be expected to attend all meetings and participate actively.

The term of office for Independent Student Council members is 1 July 2011 to 15 July 2012. These positions are not paid.

What does the Student Council do?

'The Student Council shall be the policy making body of the Union and direct the activities of the of the Executive Committee' Constitution, section 3 part I

The Council:

- Directs the work of and holds the Executive Committee to account
- Decides which member of the Executive Committee sits on the Board of Governors
- Can set regulation on the conduct of duties of the Executive Committee and has the power to dismiss them
- Shall confirm the Job Descriptions of all officers
- Shall approve the terms of reference and standing orders for the conduct of meetings of the Executive Committee
- May amend the constitution by resolution of a 2/3 majority
- Will publish notice of Students' Union affiliations to external organisations annually to all students

For more details please read the Students' Union Constitution located at:

<https://intranet.londonmet.ac.uk/student-services/studentdemocracy/>

Elected Student Council Members will take up their posts in the 2011/12 academic year.

For more information contact Eddie Rowley on 020 71334703 / e.rowley@londonmet.ac.uk