

## **Taken from Bye-Law 14**

### **Officer Role descriptions and Portfolios**

**This is the role description for the following posts:**

**Hub Committee members – FLSC**

**Hub Committee members - CASS**

**Hub Committee members - FSSH**

**Hub Committee members – GFBL**

- 1) General principles and description are provided here. Detailed Portfolios are formulated annually by the elections committee subject to ratification by Trustees.
- 2) Key Responsibilities of all EXECUTIVE OFFICERS and HUB / FACULTY COMMITTEE members
  1. Promote student representation, activities, development and participation in the Union, University and Hubs / Faculties.
  2. Promote the best interests of students in all places and in all decision making
  3. Ensuring you are available to students, proactively seeking regular opportunities to engage.
  4. Take an active involvement in the review, development and implementation of the Union's mission, values and strategic plan.
  5. Ensure the Union operates democratically
  6. Attend appropriate meetings and conferences and report back to Committees, and the membership.
  7. Build and maintain good, professional and supportive working relationships with the other Officers, Union staff members, and other key contacts.
  8. Promote a positive image of the Union.
  9. Commit to your ongoing personal and professional development.
  10. Work within Union policy, University policy and the law.