



## London Metropolitan University

### Students' Union Officer Job roles – March 2012 elections

All elected officers will serve from 1 July 2012 to 15 July 2013. Please note the Student Council of the Students' Union in February 2011 updated the officer roles of the SU executive. This was undertaken as part of the on-going Students' Union review. Most of the roles, apart from President, International Officer and Postgraduate Students Officer are new roles and therefore have new job descriptions. Therefore the job roles may be in slightly different formats.

All the job descriptions should be considered 'work in progress' and may be further developed and improved by the Students' Union. Any updates will only become 'live' if approved by the Student Council, which is the policy-making body of the SU. Any officer-elect will be fully consulted with regards to this.

These job descriptions are only meant to be a base from which to work from. All SU officers have to be pro-active, flexible and prepared to work as a team. All officers will be expected to help out each other. Policy is decided by the SU's democratic and governance structures based around the Student Council so the task and duties of any officer are liable to change at short notice! Remember, a Students' Union officer is an elected position, not a 'job'.

#### **Full-time roles**

##### **1. President**

The President will be an Officer Trustee and will:

- be the prime spokesperson of the Students' Union
- be available to represent students at hearings and meetings on request
- lead Union delegations at conferences and meetings with external bodies
- lead in gathering effective and reliable feedback from students and communicate this to the Student Council and University

- be visible, approachable and professional at all times and to encourage the other officers to act accordingly
- Take the lead in be responsible for the SU's strategic planning
- lead the Executive Committee and be accountable to the Student Council
- liaise with the National Union of Students and other organisations and automatically be a delegate to NUS Conference

This job description is 'work in progress'. Below is the previous job role for the position of president. Please be aware that some or all of the below may be incorporated into the current job role for President. This will be a decision for the Student council:

#### Representation and feedback:

- Be the prime spokesperson of the Students' Union and the student body. To work with the VPs to implement Information, Representation and Advice (AIR) ensure a high quality of representation for students service to all students. To offer representation to students at hearings as appropriate.
- Where necessary, to assist and represent individual students on University matters and at hearings.
- If elected from the Student Council to attend the Board of Governors and other relevant University committees, and report back to the Students' Council.
- Normally lead delegations to conferences and meetings to external bodies.
- Take the lead in gathering effective and reliable feedback from the student body 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.
- Be responsible for the Students' Union'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 join and get involved in the Students' Union.
- Together with the VPs plan a strategy to reach out to the student body, particularly those groups who currently have little participation in the Union.

#### Working with other officers and Student Council:

- To lead the work of the Executive Committee as directed by the Student Council.
- Whenever possible, ensure the Students' Union works as a motivated team and encourage committee members to work to the best of their ability.
- 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 the various University committees they sit on.

#### Working with the University:

- Be the main point of contact for the SULQC and meet with him/her regularly and not less than once per month.
- Meet the University management and trade union representatives as required and as appropriate and report back to the Students' Union.
- To work closely with the SU casework Advisers
- Co-ordinate the Union's work in relation to the University's quality assurance process, working in close liaison with the VPs on this.

#### Financial handing:

- To work with the SULQC to finalise an annual SU budget request to be submitted to the Director Head of Student Services or similar. To oversee the Students' Union annual budgeting and monitoring the expenditure in conjunction with the SULQC.
- In conjunction with the SULQC, ensure that all financial transactions are legitimate, and that the necessary paper work and receipts are kept for all transactions.
- Present an update of the income and expenditure of the Students' Union to each Executive Committee and Student Council meeting
- To ensure that the time sheets of part time officers are obtained and checked contemporaneously
- To be the SU's Accounting Officer

#### Working with external organizations:

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

#### General:

- Ensuring copies of reports, letters and policy documents are kept in the Union'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.

### **2. Vice-President Education:**

- Take the lead on all issues dealing with and relating to education and quality.
- Be the officer who takes lead on lobbying for students to get the highest quality of teaching, feedback and assessment.
- To act as a representative for students alleged to have committed misconduct.
- In partnership with the SU manager or equivalent, to manage the Union's Caseworker Advisers

- With the support of a member of the permanent staff team, take the lead on the management of the StARs scheme, including Faculty StAR elections.
- Act as a main point of contact for the StARs and liaise with Deans on developing and maintaining a system for the election of StARs.
- Develop and maintain systems for regularly gathering student opinion on the quality of their course.
- Coordinate the student representatives on university committees and boards.
- Ensure academic issues are communicated to the relevant university committee.
- Ensure students are aware of the academic support available, including Library services and CELT.
- Develop and maintain a forum for academic representatives.
- Be a nominee to the Academic Board 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.
- To keep the Executive committee informed of national campaigns and developments on educational issues.
- To gain feedback through various channels on all academic matters.
- With the support of the President and member of staff ensure the Student Led teaching awards are a success.
- Arrange regular meetings with the Dean of Students

### **3. Vice-President Media and Campaigns:**

- With the support of a permanent staff member, devise a campaigns plan for SU to work too and report to the Executive Committee and Student Council for approval a strategy for the SUs campaign work for the year.
- Take an active lead on planning and implementing campaigns
- Take the lead on promotion of the Students' Union through all the different media platforms available to MetSU.
- Keep the MetSU website continuously updated
- Ensure all media used by the SU is value for money.
- Organise the elections for the Verve Magazine and Radio team.
- Liaise with both the Verve Radio and Verve Magazine teams
- Ensure all relevant information and minutes of all Student Council and SU Executive meetings are made available on the Union's website.
- Organise a RAG committee and ensure, with the help of staff, that all the planning is done to ensure the Union has a successful RAG.
- Ensure publicity (posters, leaflets, flyers etc) for events is distributed in all faculties, campus sites and media platforms.
- Keep all notice boards owned by the SU up-to-date.
- Be responsible for all communication required for the running of a successful Students' Union.
- Publicise Student Council meetings
- Liaise with the University on the contents of the Student's Union entry in prospectuses and handbooks to students
- Monitor all publicity, which arrives at the Students' Union and display appropriately.
- With the help of the returning officer, and permanent member of staff, produce and distribute the publicity for the Students' Union elections.

### **4. Vice-President Participation and Democracy:**

- Working in conjunction with the university's marketing department take be the lead officer in organising Fresher's Fair
- Organise the ILM course for the Exec
- Encourage Students to become involved in the union
- Strive to develop the union in line with the union's aims and objectives and yearly plan.
- Issue guidance and advice on organisation, promotional and financial matters to those societies who are affiliated to the union.
- Work with the Student Council Chair to ensure Student Council members attend all meetings and/or least quoracy is always met.
- Ensure policies agreed at Student Council meetings are implemented
- Work with the REACH Department to ensure the SU attracts as much volunteers as possible.
- Seek attractive benefits to make sure the TimeBank scheme is appealing
- Work with the Media and Campaigns officer to ensure as many students are involved with the RAG as possible.
- With the help of the permanent staff be responsible for reward and recognition of all union volunteers
- To consult with students both formally and informally on their experience of and aspirations for student activities of all kind, so as to inform future strategy.

#### **5. Vice-President Equality and Welfare:**

- Assist with, but NOT counsel, students who have welfare problems, respecting confidentiality at all times.
- Ensure all students are treated equally, regardless of their race, gender, sexuality, disability, age, ethnic origin religion or creed.
- To help the creation of a non-discriminatory environment both in the union and the student body.
- Campaign on issues to ensure that the University, students, and the Students Union treat every student equally.
- Set up a discussion forum, with the help of staff, to meet to discuss equal opportunities issues.
- Ensure the welfare of all students is at the forefront of all union activity.
- Refer students who are in need of advice to the Student Services department
- Campaign on, raise awareness of, welfare issues as agreed by the Executive committee and/or Student Council, e.g. safe sex, drug/alcohol abuse etc.
- Distribute general welfare information.
- Establish an enquiry service with the help of staff, and advertise its availability on each of the sites.
- Establish and maintain contact with, and provide information from, groups and organisations, which work on welfare issues.
- Attend any relevant training and briefing days for Students' Union Welfare officers.
- Maintain and order stocks of information as required (Permanent staff member to assist with this).
- 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.
- Work with the University and Union staff to ensure that sufficient provision is available for students' welfare, health, safety, financial management.
- Establish and maintain contact with, and provide information from, groups and organisations, which work on welfare issues.

- Ensure that the Executive Committee acts in accordance with equal opportunity legislation and provides a fair and equal service for all students
- Liaise with the University to ensure an input into the development, monitor and review of the university equal opportunity procedures.

### **Part Time Officer Roles:**

#### **6. International Student 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 non-discriminatory environment both in the SU and University
- Work closely with any International student societies and assist them with their work where required.
- To promote awareness of the issues affecting international students.
- Must commit to least two days per week working in the Students' Union office

Working with the University:

- Work in conjunction with the societies and International Office and Student Services and other strategies to 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.
- To refer international students to the International Student Advisers in Student Services who are registered to carry out this work or this nature. 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 the SULQC and the President and Vice Presidents regarding their Advice, Information and Representation (AIR) service with particular regard to the needs of International Students.

## **7. 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.
- Must commit to at least two days working in the Students' Union office.
- To work in collaboration with the SU Vice President to assist and promote the StARs with postgraduate courses at the University.
- Liaise closely with postgraduate 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.
- 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/ volunteering opportunities for postgraduates.
- Must commit to at least two days in Students' Union office

## **8. Part Time and Mature Students Officer:**

Participation, Representation and feedback

- Must be a part time student or 26 or over when they take up office.
- Work to involve part time and mature 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 and mature students.
- Encourage and promote the work of the SU to part time and mature students at the University.
- Work closely with the Post-graduate officer to represent part time and mature students.
- To work closely with the participation and Development Officer to reach out to part time students to represent their needs.
- Liaise with SU Casework Advisors with particular regard to the needs of part time Students.
- Working in collaboration with the Vice President Education aim to meet the needs of long distance students.
- Work closely with the under and Postgraduate Offices and the University Departments to represent part time and mature students.
- Work closely with the Career Development and Employment Service to help and assist part-time and mature students into employment.
- Must commit to at least two days per week in the Students' Union Office.

### **9. Diversity Officer:**

- Must self define as LGBT, a women or BAME student.
- Set-up liberation committees, which you will consult with, and take advice from to form your strategy to reach out to the various caucuses at London Metropolitan University.
- Working in collaboration with the Activities and Societies officer and the leaders of the human diversity societies (LGBT, ACS etc) to ensure they are catering for their students and meeting the aims and objectives they were set up on.
- Work in collaboration with the Vice President Equality and Welfare officer were work corresponds with one another.
- Continuously promote positive involvement of all students who face discrimination to the Students' Union and university, through setting up stalls, distributing leaflets and putting on events to champion this.
- Ensure you are aware of all the diversity dates in the Calendar, and plan events and material highlight these occasions accordingly.
- Must commit to at least two days per week in the Students' Union office.

### **10. Activities and Societies Officer:**

- Devise a coherent strategy with the help of permanent staff, at the beginning of your term of office, to ensure the society's scheme is meeting the needs of London Metropolitan Students.
- Be-responsible for judging all society funding requests, in partnership with relevant staff.
- To ensure all student activities have appropriate resources
- Ensure all societies have their elections in February.
- Along with the Participation Officer, endeavour to attend all affiliated societies AGM's
- Ensure all societies issues are dealt with appropriately.
- Set up monthly meetings for society presidents to attend with the support of the permanent staff.
- Take lead in following up students ideas for activities and events, and other areas with the assistance of the permanent staff
- To be responsible for sourcing research, feedback and opinions on all student activities.
- Promote activities to the members, and publicise their activities through all appropriate media internally and externally, working with staff team.
- Take the lead on developing relevant policy within the Union.
- Must commit to at least two days per week in the Students' Union office.

### **11. NUS Conference delegates**

See the Guide to Election 2012 for information on these roles

### **12. Students' Union Student Trustee**

The role of SU trustees is stated in Bye-law J of the SU Constitution:

## **Bye-law J**

### **1. Key responsibilities**

At least one Student Trustee must be a UG student and one a PG student. The following information sets out the responsibilities which a Trustee is expected to undertake.

- 1.1. Ensuring that the Union has a clear vision, mission and strategic direction and is focused on achieving these.
- 1.2. Being responsible for the performance of the Union and for its behaviour.
- 1.3. Ensuring that the Union complies with all legal and regulatory requirements.
- 1.4. Acting as guardians of the Union's assets, both tangible and intangible, taking due care over their security, deployment and proper application.
- 1.5. Ensuring that the Union's governance is of the highest possible standard.
- 1.6. To ensure that the Union complies with Charity Law and ensure that the Union prepares reports on what it has achieved and completes and returns its annual returns and accounts.
- 1.7. To ensure that the Union does not breach any requirements of rules set out in its governing documents and that it remains true to its charitable purposes and objects.
- 1.8. To act with integrity and avoid personal conflict or interest or misuse of charity funds or assets.

### **2. Duties and tasks to fulfil these responsibilities**

The following items are the duties and tasks that the Trustees are expected to undertake:

- 2.1. To work in partnership with other Trustees, the Union Manager and other Union staff to ensure that the Union has a clear vision, mission and strategic direction and is focused on achieving these. The Trustees are responsible for ensuring and monitoring that:
  - 2.1.1. The Union has a clear vision, mission and strategic plan that have been agreed by the Trustee Board, and that there is a common understanding of these by Trustees and staff.
  - 2.1.2. Operational and other plans support the vision, mission and strategic priorities.
  - 2.1.3. The annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities.
  - 2.1.4. Trustee board policies support the vision, mission and strategic priorities.

- .2.1.5. There are effective mechanisms in place to
  - Listen to the views of current and future members;
  - Review the external environment for changes that might affect the Union.
  - Re-assess the need for the Union and the services it does or could provide; and
  - Review regularly its strategic plan and priorities.
- .2.2. To be responsible, with the other Trustees, for the performance and behaviour of the Union.
  - 2.2.1. To consider the method for measuring objectively the progress of the Union in relation to its vision, mission, strategic objectives/priorities, plans and annual targets, and to regularly receive reports on the performance of the Union.
  - 2.2.2. To ensure that the fundamental values and guiding principles of the Union are articulated and reflected throughout the organisation.
  - 2.2.3. To ensure that the views of members on the performance of the Union are regularly gathered and considered by the Trustee Board.
  - 2.2.4. To appoint the Union Manager in accordance with the Union's Recruitment and Selection Procedures; to set the terms and conditions of employment in accordance with the terms and conditions enjoyed by London Metropolitan University employees on comparable grades; and to ensure that both that individual themselves and the Union as a whole invest in their ongoing professional development.
  - 2.2.5. To receive regular reports from the Union on progress towards strategic priorities agreed by the Trustee Board.
  - 2.2.6. To hold the Union Manager to account for the management and administration of the Union.
  - 2.2.7. To ensure that the Union Manager receives regular, constructive feedback on their performance in managing the Union and in meeting their annual and longer term targets and objectives.
  - 2.2.8. To ensure that the Union Manager develops a learning organisation and that staff and volunteers review their own performance and regularly receive feedback.
  - 2.2.9. To articulate the values of the Union.
  - 2.2.10. To formulate Trustee Board policies.
  - 2.2.11. To ensure that there are mechanisms for students, employees, volunteers, and other individuals, groups or organisations to bring to

the attention of the trustees any activity that threatens the probity of the Union.

- 2.3 Ensuring that the Union complies with all legal and regulatory requirements.
  - 2.3.1. To be aware of, and to ensure the Union complies with, all legal, regulatory and statutory requirements.
  - 2.3.2. To maintain familiarity with the rules and documents that govern the Union, to ensure that the Union complies with its governing instruments and to review these regularly.
  - 2.3.3. To agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for Trustee Board committees and sub-committees, job descriptions for trustees, key staff, and volunteers, and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.
  - 2.3.4. To ensure that the responsibilities delegated to the Union Manager are clearly expressed and understood, and directions given to them come from the Trustee Board as a whole.
- 2.4. Being guardians of all the Union assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
  - 2.4.1. To ensure that the Union has satisfactory control systems and procedures for holding in trust for the members all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the Union, within the constraints of the law and ethical and other policies laid down by the Trustee Board.
  - 2.4.2. To ensure that the major risks to which the Union is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.
  - 2.4.3. To ensure that the funds, income and property of the Union is applied for the purposes and objects set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
  - 2.4.4. To avoid undertaking activities that may place the Union's funds, assets and reputation at undue risk.
  - 2.4.5. To take special care when investing funds or borrowing funds for the Union's use.
  - 2.4.6. To act reasonably, prudently and collectively in all matters relating to the Union and always to act in the interests of the Union.
  - 2.4.7. To ensure that the Union is and will remain solvent.

- 2.4.8 To be accountable for the solvency and continuing effectiveness of the Union.
  - 2.4.9 To exercise effective overall control of the Union's financial affairs and to ensure that the way in which the Union is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
  - 2.4.10 To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the Union's good name and reputation are properly valued, utilised and safeguarded.
  - 2.4.11 To ensure that all income due to the Union is received and that all tax benefits are obtained and all rating relief due is claimed.
- 2.5. Ensuring that the Union's governance is of the highest possible standard.
- 2.5.1 To ensure that the Union has a governance structure that is appropriate to an organisation of its size/complexity, stage of development, and its charitable objects, and that enables the Trustees to fulfil their responsibilities.
  - 2.5.2 To reflect annually on the Trustee Board's performance and individual Trustees' performances.
  - 2.5.3 To use reasonable skill and care in their work as Trustees using their personal skills and experience as needed to ensure that the Union is well run and efficient.
  - 2.5.4 To ensure that the Trustee Board has the skills required to govern the Union well, and has access to relevant external professional advice and expertise, particularly on all matters where there may be a material risk to the Union or where the Trustees may be in breach of their duties.
  - 2.5.5 To ensure that there is a systematic, open and fair procedure for the election or recruitment of Trustees.
  - 2.5.6 To ensure that there are succession plans for the Trustees and the Union Manager where possible.
  - 2.5.7 To participate in individual and collective development and training of Trustees.
  - 2.5.8 To abide by the code of conduct for Trustees.
  - 2.5.9 To ensure that major decisions and board policies are made by the Trustees acting collectively.