

From Bye-Law 14

Officer Role descriptions and Portfolios

This is the role description for the following posts:

Sabbatical Officer - FLSC

Sabbatical Officer - CASS

Sabbatical Officer - FSSH

Sabbatical Officer - 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 (Sabbatical 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.
- 2) Faculty Officers (Sabbatical Officers)
 1. Act as the face of the Union in that Faculty / Hub and lead representational and other activities ensuring you are accessible and known to students at that Faculty / Hub.
 2. Support and co-ordinate the activities of the Faculty / Hub Committee.
 3. Co-ordinate the development of the democratic structures of the Faculty / Hub, ensuring that regular meetings of the Faculty / Hub Committees are held.
 4. Lead lobbying on student issues affecting students in that Faculty / Hub.
 5. Ensure students are represented in the University's development of the Faculty / Hub.
 6. Work with StARs based at the Faculty / Hub ensuring they have support and input to the Faculty Hub committee and activity.
 7. With staff work with Faculty / Hub based societies.
 8. To take on portfolios as agreed at the first executive meeting.
- 3) Portfolios
 - i) Detailed portfolios are to be prepared annually by the elections committee subject to approval by the trustee's. Due to the importance of the Presidential role the basis of the portfolio is outlined below.
 - ii) President
 1. Act as the public face of the Union.
 2. To attend the Board of Governors and to provide a student perspective and knowledge of the student experience.

3. Act as liaison with the General Manager.
4. Support and co-ordinate the activities of the Executive Officers.
5. Ensure that all officers attend the various University committees they sit on .
6. Be the prime point of contact inside the Union for enquiries to and from NUS, at national and regional levels.