

BYE LAW 3 SPECIFIC TITLES, DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

<p>General Provision</p>	<ol style="list-style-type: none"> 1. The description of the duties and responsibilities of members of the Officer Committee are for guidance only. 2. The Sabbatical Officers who make up the Officer Committee are collectively and individually responsible for: <ol style="list-style-type: none"> 2.1 Supporting and working in partnership with elected Union Representatives 2.2 All the representative structures of the Union 2.3 Promoting and defending the rights and interests of students 2.4 Encouraging and promoting student involvement with the Union 2.5 Campaigning on issues affecting students 3. In the absence of a quorate Union Council, where a decision on a matter is urgently required, the Officer Committee shall, with the consent of the Board of Trustees, have the authority to make plenary decisions, provided that: <ol style="list-style-type: none"> 3.1 the Officers are not so given power to alter the Articles of Governance, or to resolve that the Union be wound up 3.2 this authority is only used in exceptional circumstances during the course of the Semester 4. The duties and responsibilities set out in this Bye law (3) may be transferred from one elected officer to another by agreement of the Officer Committee and the officers concerned. 5. The officers will elect a deputy to the President from amongst themselves 6. It is recognised that the Union operates within a Strategic plan, and requires medium and long term planning. The Officer Committee therefore is required to fulfill its duties and responsibilities mindful of decisions which have been taken in the past, and with awareness of the impact of their decisions on the future.
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Post	President
Responsible to	<ul style="list-style-type: none"> ■ The Trustee Board, ■ The Officer Committee ■ Union Council
Responsible for	<p>Co-ordinating the work of Elected Officers and the Officer Committee. Finance and Services Strategy Health and Safety Ensuring accountability of:</p> <p style="padding-left: 40px;">The Officer Committee to Union Council Standing Committee(s) to Union Council The CEO to the Board of Trustees Staff of the Union through the CEO to the Board of Trustees</p>
Function of the post	<p>Trustee of the Union and Chair of Trustees</p> <p>To be lead officer for the development, implementation and monitoring of the Union's 5 year strategic and financial plans</p> <p>To have overall responsibility for Health and Safety in the Union</p> <p>To have overall responsibility for the development of the Union and for overseeing all Union activities at all sites.</p> <p>To be the main point of contact for:</p> <ul style="list-style-type: none"> ■ the University and Board of Governors ■ NUS ■ the community ■ the media

<p>Duties and responsibilities</p>	<p>To attend meetings of the Trustee Board, Officer Committee, Union Council, Annual General Meeting, and any other relevant meetings.</p> <p>To act as Chair of:</p> <ul style="list-style-type: none"> ■ Officer Committee ■ Trustee Board ■ Annual General Meeting ■ Union General Meetings <p>To ensure that the requirements of these Articles of Governance are upheld and to bring recommendations to Union Council for ensuring that both these Articles of Governance and all Policies are up to date</p> <p>To ensure that the Union's accounts comply with the Articles of Governance and are audited and presented to the Board of Trustees for ratification and the Annual General Meeting and Union Council in accordance with the Code of Practice</p> <p>To lead on the development, implementation and monitoring of the Union's 5 year financial and strategic plans</p> <p>To head the delegation from the Union to Annual and Extraordinary NUS Conferences, and to nominate a delegate leader for other conferences as appropriate.</p> <p>To agree and monitor individual objectives and identify training needs with Elected Officers</p> <p>To take responsibility for the running of any Union priority campaign not undertaken by any other member of the Officer Committee</p> <p>To work closely with the CEO to establish and monitor implementation of management priorities and to ensure that the Union is legally compliant at all times</p> <p>To co-ordinate the production of the Union's Audited Accounts, Annual Report and Impact Statement</p> <p>Any other reasonable duties and responsibilities as agreed with the Officer Committee.</p>
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Post	Democracy and Communications Officer
Responsible to	<ul style="list-style-type: none"> ■ The President ■ The Board of Trustees ■ The Officer Committee ■ Union Council
Responsible for	<p>Democratic structures and representative processes Student Media (in conjunction with student groups and reps) The website Corporate Communications Social networking and new technologies Campaigns coordination SUEi</p>
Function of the post	<p>To be the lead officer for elections and referenda ensuring they are carried out in a fair and democratic way To be the lead officer for media and communications To be a Trustee of the Union</p>
Duties and responsibilities	<p>To attend meetings of the Officer Committee, the Trustee Board, Union Council, the Annual General Meeting and any other relevant meetings.</p> <p>To organise and call all Union Meetings and relevant Committees in accordance with these Articles of Governance and to distribute notices and minutes of the meetings.</p> <p>To have overall responsibility for student media and the website and to work closely with the relevant committees, students and Union Representatives</p> <p>To lead on the development and use of new technologies and social networking opportunities</p> <p>To deal with correspondence of the Union on any matters not within the brief of the other officers.</p> <p>To work closely with the Returning Officer(s) in the organisation of Union elections and referenda unless standing for election</p> <p>Working with relevant Officers and staff, lead on campaign coordination for the Union</p>

	<p>To lead on the Student Union Evaluation Initiative</p> <p>Any other reasonable duties and responsibilities as agreed with the Officer Committee</p>
Post	Education Officer
Responsible to	<ul style="list-style-type: none"> ■ The President ■ The Trustee Board ■ The Officer Committee ■ Union Council
Responsible for	<p>Representing the learner voice to the University, the local community and nationally</p> <p>NSS and student surveys</p> <p>QAA</p> <p>Employability</p> <p>Educational campaigns</p> <p>All education and academic matters that affect students</p> <ul style="list-style-type: none"> ■ timetabling ■ placements ■ student reps/faculty reps
Function of the post	<p>To be the lead officer for local and national educational and academic issues within the Union and the University Community</p> <p>To be a Trustee of the Union.</p>
Duties and responsibilities	<p>To attend meetings of Officer Committee, the Trustee Board, Union Council, Annual General Meeting and any other relevant meetings</p> <p>To take the lead in promoting the learner voice to the University, the local community and nationally</p> <p>To be the responsible officer for the Education Standing Committee</p> <p>To assist with the co-ordination and training of the University Student Representative network</p>

	<p>To support students with issues affecting their academic life at University through liaison with Advice Centre staff and student representatives</p> <p>To co-ordinate and publicise the Union's priority campaigns on academic related matters.</p> <p>To encourage student involvement and engagement throughout the University by liaising with Faculties and departments</p> <p>To work alongside and in partnership with the Academic Rep</p> <p>Any other reasonable duties and responsibilities as agreed with the Officer Committee</p>
Post	Sports Officer
Responsible to	<ul style="list-style-type: none"> ■ The President ■ The Trustee Board ■ The Officer Committee ■ Union Council
Responsible for	<p>Team Hallam</p> <p>Sports clubs and development</p> <p>Health and active lifestyles</p> <p>Community partnerships and outreach</p> <p>BUCS</p>
Function of the post	<p>To be the lead officer for the promotion and development of sporting opportunities for students</p> <p>To be the lead officer for the development and implementation of the Union's sports strategy</p> <p>To be a Trustee of the Union.</p>
Duties and responsibilities	<p>To attend meetings of the Officer Committee, the Trustee Board, Union Council, Annual General Meeting and any other relevant meetings.</p> <p>To be the responsible officer for the Hallam Sports Union Standing Committee.</p>

	<p>To be the lead officer for Varsity for the Union</p> <p>To assist in the development of new clubs.</p> <p>To assist with the co-ordination and training of the sports clubs.</p> <p>To ensure that all Sport Union activities operate in accordance with the policies and procedures of the Union.</p> <p>To ensure that all clubs operate a model constitution in accordance with the policies of the Union including financial procedures.</p> <p>To assist with the maintenance of equipment and asset registers.</p> <p>To ensure the effective organisation of British Universities and College Sport (BUCS) fixtures and any other student competitions.</p> <p>Any other reasonable duties and responsibilities as agreed with the Officer Committee</p>
Post	Welfare and Community Officer
Responsible to	<ul style="list-style-type: none"> ■ The President ■ The Trustee Board ■ The Officer Committee ■ Union Council
Responsible for	<p>Student health, safety and wellbeing</p> <p>Campaigns</p> <p>Community strategy, events and relationships</p> <p>Liberation groups</p> <p>Advice liaison</p> <p>Ethical and environmental issues</p>
Function of the post	<p>To be the lead officer for the Union's community strategy</p> <p>To be the lead officer for student safety and wellbeing</p>

	<p>To be lead officer for student campaigns To be a Trustee of the Union.</p>
Duties and responsibilities	<p>To attend Officer Committee, the Trustee Board, Union Council, Annual General Meeting and any other relevant meetings.</p> <p>To lead on, co-ordinate and publicise relevant Union campaigns.</p> <p>To be the lead officer for the development and implementation of the Union's community strategy</p> <p>To develop links and work in partnership with key stakeholders in the University, the local community and the local authority</p> <p>To provide additional support for Hallam Union's volunteers</p> <p>To be the responsible officer and support for Hallam Union's Liberation Groups</p> <p>To take the lead on and coordinate Hallam Union's campaigning activity for student safety and wellbeing</p> <p>To take the lead on and coordinate Hallam Union's ethical and environmental activities</p> <p>Any other duties and responsibilities as agreed with the Officer Committee</p>
Post	Activities Officer
Responsible to	<ul style="list-style-type: none"> ■ The President ■ The Trustee Board ■ The Officer Committee ■ Union Council
Responsible for	<p>Societies and student led activities Volunteers and volunteering at Hallam Hallam Award</p>

	RAG Why don't you programme
Function of the post	To be the lead officer for the promotion and development of societies and student led events and activities for the Union To be the lead officer to support volunteers at Hallam Union To be a Trustee of the Union
Duties and Responsibilities	To attend Officer Committee, the Trustee Board, Union Council, Annual General Meeting and any other relevant meetings. To be the lead officer for Hallam Union's Societies Standing Committee and Volunteering Standing Committee To be the responsible officer and support for Hallam Union's volunteers To assist in the development of new societies and student led activities To ensure that all societies operate a model constitution in accordance with the policies of the Union, including financial procedures To encourage and coordinate student led events To facilitate and support the development of RAG at Hallam Union To be lead officer for the development and success of the Hallam Award Any other duties and responsibilities as agreed with the Officer Committee