

BYE LAW 4 SPECIFIC TITLES, DUTIES AND RESPONSIBILITIES OF UNION REPRESENTATIVES

General Provision	<ol style="list-style-type: none"> 1. The description of the duties and responsibilities of Union Representatives are for guidance only. 2. Union Representatives are responsible for: <ul style="list-style-type: none"> ■ representing specific groups of students ■ encouraging and promoting student led activity and involvement with the Union ■ campaigning on issues affecting students ■ supporting and working in partnership with Elected Officers
Post	Academic Rep
Responsible to	The President and Union Council
Responsible for	Education and academic matters that affect students
Function of the post	Supporting the Education Officer on local and national educational and academic issues within the Union and the University Coordinating and publicising relevant Union campaigns
Duties and responsibilities	<p>To attend Union Council, and relevant standing committees</p> <p>To represent students on local and national educational and academic issues within the Union and the University</p> <p>To coordinate and publicise relevant Union campaigns</p>

Post	BME Students' Rep
Responsible to	The President and Union Council
Responsible for	Representing all Black and Minority Ethnic Students at the University
Function of the post	Ensure full participation and representation of BME students to the Union and the University
Duties and Responsibilities	To attend Union Council and relevant standing committees. To be the first point of contact for black and minority ethnic students, and to ensure they are able to participate fully in the Union and the University without fear of discrimination To coordinate and publicise relevant Union campaigns.
Post	Disabled Students' Rep
Responsible to	The President and Union Council
Responsible for	Representing disabled students at the University.
Function of the post	Ensure that disabled students are able to play a full role within the Union and the University without fear of discrimination.
Duties and responsibilities	To attend Union Council and relevant standing committees. To be the first point of contact for disabled students, and to ensure that all disabled students are able to participate fully in the Union and the University without fear of discrimination To coordinate and publicise relevant Union campaigns
Post	International Students Rep
Responsible to	The President and Union Council
Responsible for	Representing all international students at the University

Function of the post	Ensure full participation and representation of international students to the Union and the University
Duties and responsibilities	To attend Union Council and relevant standing committees. To be the first point of contact for international students, and to ensure that all international students are able to participate fully in the Union and the University without fear of discrimination To coordinate and publicise relevant Union campaigns
Post	Lesbian, Gay, Bisexual and Transgender (LGBT) Students' Rep
Responsible to	The President and Union Council
Responsible for	Representing LGBT students at the University.
Function of the post	Ensure that LGBT students are able to play a full role within the Union and the University without fear of discrimination.
Duties and responsibilities	To attend Union Council and relevant standing committees. To be the first point of contact for LGBT students, and to ensure that all LGBT students are able to participate fully in the Union and the University without fear of discrimination To coordinate and publicise relevant Union campaigns
Post	Media Representative
Responsible to	The President and Union Council
Responsible for	Co-ordinating all student led media activity and linking into committee structure
Function of the post	Promote, support and encourage student led media initiatives
Duties and responsibilities	To attend Union Council and relevant standing committees. To promote student led media at Hallam, encouraging volunteers to participate.

	<p>To coordinate all student led media activity</p> <p>To liaise with the Marketing and Communications Staff Team, and other staff groups, as appropriate</p>
Post	Societies Rep
Responsible to	The President and Union Council
Responsible for	Representing all Hallam Union's Societies
Function of the post	Develop Hallam Union's societies and promote new societies to students, the University and the wider community
Duties and responsibilities	<p>To attend Union Council and relevant standing committees.</p> <p>To be the first point of contact for issues relating to societies.</p> <p>To assist with the co-ordination and training of societies' officers.</p> <p>To work with relevant staff groups to support societies</p>
Post	Volunteering Rep
Responsible to	The President and Union Council
Responsible for	Volunteering across the Union
Function of the post	<p>Heighten the profile of volunteering within the Union, the University and amongst the student population and the community.</p> <p>Take an overview of all volunteering projects and activities, monitoring and reviewing them when appropriate</p>
Duties and responsibilities	<p>To attend Union Council and all relevant standing committees</p> <p>To work to heighten the role of volunteering across all aspects of Union activity, and with students, the University and</p>

	<p>the community</p> <p>To network with relevant student volunteering groups, and voluntary and outside organisations, attending relevant meetings as appropriate</p> <p>To work alongside staff to support and encourage student led volunteering projects and initiatives</p>
Post	Women's Rep
Responsible to	The President and Union Council
Responsible for	Representing women students at the University.
Function of the post	Ensure that women students are able to play a full role within the Union and the University without fear of discrimination.
Duties and responsibilities	<p>To attend Union Council and relevant standing committees.</p> <p>To be the first point of contact for women students, and to ensure that all women students are able to participate fully in the Union and the University without fear of discrimination</p> <p>To coordinate and publicise relevant Union campaigns</p>