

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

<p><b>General Provision</b></p>	<ol style="list-style-type: none"> <li>1. The description of the duties and responsibilities of members of the Officer Committee are for guidance only. In particular, the Officer Committee is a body which acts together by making decisions at meetings and by delegating officer duties and responsibilities to members of the Officer Committee and to the CEO. Accordingly, even though specific duties, responsibilities and tasks may be delegated to a particular member of the Officer Committee, the members of the Officer Committee as a whole remain collectively responsible for the proper and efficient running of the Union in accordance with these Articles of Governance and Bye Laws.</li> <li>2. Members of the Officer Committee as a whole remain collectively responsible for:             <ol style="list-style-type: none"> <li>2.1 All representative structures of the Union</li> <li>2.2 Encouraging and promoting student involvement in the Union taking particular note of the needs of students who are underrepresented in Union activities.</li> </ol> </li> <li>3. The Officer Committee may transfer from one Elected Officer to another Elected Officer any of the responsibilities and duties set out in this Bye Law 4 but so that the burden of work of any Elected Officer shall not be materially increased by reason of any such transfer without their consent.</li> <li>4. The Officer Committee will be under a duty to discharge their duties and responsibilities in a way that recognises that the Union is an undertaking which requires medium and long term planning and decisions should take account both of the decisions which have been taken in the past and of the effect of decisions at a time after the members of the Officer Committee may have ceased to be Elected Officers.</li> </ol>
<p><b>Post</b></p>	<p><b>President</b></p>
<p><b>Responsible to</b></p>	<p>The Trustee Board, the Officer Committee and Union Council</p>

<p><b>Responsible for</b></p>	<p>Co-ordinating the work of the Officer Committee.</p> <p>Ensuring accountability of:</p> <ul style="list-style-type: none"> <li>The Officer Committee to Union Council</li> <li>Standing Committee(s) to Union Council</li> <li>The CEO to the Board of Trustees</li> <li>Staff of the Union through the CEO to the Board of Trustees</li> </ul>
<p><b>Function of the post</b></p>	<p>Trustee of the Union and Chair of Trustees</p> <p>Having overall responsibility for facilitating the development of the Union and overseeing all Union activities at all sites.</p> <p>Being the main point of contact for:</p> <ul style="list-style-type: none"> <li>the University and Board of Governors</li> <li>the community</li> <li>the media</li> </ul> <p>Having the power to make plenary decisions in the absence of a quorate Union Council.</p>

<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend meetings of the Trustee Board, Officer Committee, Union Council, Annual General Meeting, and any other relevant meeting.</li> <li>• The organisation and calling of Union Council meetings in accordance with these Articles of Governance and Bye Laws, and for the distribution of notices and minutes of the meetings.</li> <li>• To act as Chair of: <ul style="list-style-type: none"> <li>○ Officer Committee</li> <li>○ Trustee Board</li> <li>○ Annual General Meeting</li> <li>○ Union General Meeting</li> <li>○ University/Union Liaison meetings.</li> </ul> </li> <li>• Ensuring that Union Articles of Governance requirements are upheld and bring recommendations to Union Council for ensuring that both these Articles of Governance and the Policies are up to date</li> <li>• Head the delegation from Union to NUS Conference</li> <li>• Agree individual objectives and identify training needs with Elected Officers</li> <li>• To assist the Part Time Hallam Volunteering Officer and to be the second responsible officer for the Hallam Volunteering Standing Committee</li> <li>• Take responsibility for the running of any Union priority campaign not undertaken by any other member of the Officer Committee</li> <li>• Work closely with the CEO to ensure that management priorities are effectively planned and implemented and to ensure that the Union is legally compliant at all times</li> <li>• Be responsible for co-ordinating the production of the Union's Annual Report</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>Finance and Services Officer</b>
<b>Responsible to</b>	The President, The Board of Trustees, The Officer Committee and Union Council
<b>Responsible for</b>	To be a Trustee of the Union Finance and commercial services Elections and referenda (in conjunction with the Returning Officer) Student media (in conjunction with part time officers)

<b>Function of the post</b>	Overall responsibility for the budgetary process of the Union and for the efficient and profitable running of the commercial services (in conjunction with fellow Trustees).
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend meetings of the Officer Committee, the Trustee Board, Union Council and any other relevant meetings.</li> <li>• To represent the President in the President's absence.</li> <li>• The organisation and calling of the Annual General Meeting in accordance with this Articles of Governance and the distribution of notices and minutes of the meetings.</li> <li>• To ensure that the Union's accounts comply with the Articles of Governance and are audited and presented to the Annual General Meeting, Union Council and Board of Trustees in accordance with the Code of Practice.</li> <li>• Work with relevant staff and Executive to allocate and monitor budgets and help advise individual budget controllers on financial procedures and regulations.</li> <li>• To report on financial matters to Officer Committee and Union Council.</li> <li>• To liaise with marketing staff to ensure that services are in line with student preferences and publicised appropriately.</li> <li>• To have overall responsibility for student media and website and to work closely with the relevant committees and part time officer.</li> <li>• Dealing with correspondence of the Union on any matters not within the brief of the other officers.</li> <li>• Assist the Returning Officer and Elections Committee in the organisation of Union elections unless the Finance and Services Officer is standing.</li> <li>• The responsible officer for the Commercial and Media Standing Committees.</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>Academic Affairs Officer</b>
<b>Responsible to</b>	The President, The Trustee Board, The Officer Committee and Union Council
<b>Responsible for</b>	All education and academic matters that affect students
<b>Function of the post</b>	To be a Trustee of the Union. To take the lead on local and national educational and academic issues within the Union and the University Community
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend meetings of Officer Committee, the Trustee Board, Union Council, Annual General Meeting and any other relevant meetings</li> <li>• To be the responsible officer for the Academic Affairs Standing Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with the co-ordination and training of the University Student Representative network.</li> <li>• Support students with issues affecting their academic life at University through liaison with Advice Centre staff and student representatives</li> <li>• Co-ordinating and publicising the Union's priority campaigns on academic related matters.</li> <li>• Encouraging student involvement and engagement throughout the University by liaising with Faculties and departments</li> <li>• To work alongside and in partnership with the Education part time officer.</li> <li>• To act as budget controller.</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>Sports Officer</b>
<b>Responsible to</b>	The President, The Trustee Board, The Officer Committee and Union Council
<b>Responsible for</b>	All sports matters affecting students
<b>Function of the post</b>	To be a Trustee of the Union. The promotion and development of sporting opportunities for students
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend Officer Committee, the Trustee Board, Union Council, Annual General Meeting and any other relevant meetings.</li> <li>• To be the responsible officer for the Hallam Sports Union Standing Committee.</li> <li>• To assist in the development of new clubs.</li> <li>• To assist with the co-ordination and training of the sports clubs.</li> <li>• To ensure that all Sport Union activities operate in accordance with the policies and procedures of the Union.</li> <li>• To ensure that all clubs operate a model constitution in accordance with the policies of the Union including financial procedures.</li> <li>• To assist with the maintenance of equipment and asset registers.</li> <li>• To ensure the effective organisation of British Universities and College Sport (BUCS) fixtures and any other student competitions.</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>Equal Opportunities Officer</b>

<b>Responsible to</b>	The President, The Trustee Board, The Officer Committee and Union Council
<b>Responsible for</b>	All welfare and equal opportunities matters in the Union.
<b>Function of the post</b>	To be a Trustee of the Union. To take the lead on the promotion and development of equal opportunities and welfare issues throughout the Union and the University community.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• To attend Officer Committee, the Trustee Board, Union Council, Annual General Meeting and any other relevant meetings..</li> <li>• To represent minority groups ensuring that students from all backgrounds are able to play a full role in the Union and the University without fear of discrimination.</li> <li>• To co-ordinate and publicise relevant Union campaigns.</li> <li>• To promote and implement relevant policies.</li> <li>• To actively organise and encourage events and activities involving representative groups.</li> <li>• To liaise with external organisations to develop links to promote equal opportunities within the University and the wider community.</li> <li>• To act as a budget controller.</li> <li>• To work alongside and in partnership with the International and Black Students Officer and Equal Opportunities part time officers.</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>Education Officer (shall be part time)</b>
<b>Responsible to</b>	The President, The Officer Committee and Union Council
<b>Responsible for</b>	Education and academic matters that affect students.
<b>Function of the post</b>	To assist the full time Academic Affairs Officer on local and national educational and academic issues within the Union and the University community.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend Officer Committee, Union Council, Annual General Meeting and relevant standing committees.</li> <li>• Co-ordinate and publicise relevant Union campaigns.</li> <li>• To assist the full time Academic Affairs Officer in his/her duties.</li> </ul>

	<ul style="list-style-type: none"> <li>Any other duties and responsibilities as may be reasonable and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>Hallam Volunteering Officer (shall be part-time)</b>
<b>Responsible to</b>	The President, The Officer Committee and Union Council
<b>Responsible for</b>	Hallam Volunteering
<b>Function of the post</b>	<p>Heightening the profile of Hallam Volunteering within the Union, the University and amongst the Student population and the community.</p> <p>Taking an overview of all Hallam Volunteering projects and activities, monitoring and reviewing them when appropriate.</p>
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>Attend Officer Committee, Union Council, Annual General Meeting and relevant standing committees.</li> <li>Liaise between Hallam Volunteering Committee and Officer Committee.</li> <li>Network with Student Volunteering England, other Student Volunteering groups and voluntary and outside organisations, attending relevant voluntary sector meetings.</li> <li>To be aware of the work of other units within the Union and make links where appropriate.</li> <li>Contribute to Hallam Volunteering strategic planning for future development, attending regular staff meetings and chairing review meetings where appropriate.</li> <li>Assist and support the Hallam Volunteering Committee in ensuring that all those participating in Hallam Volunteering at any level feel part of the unit.</li> <li>Work alongside staff to support and encourage project leaders and student-led volunteering in general.</li> <li>Support Publicity Team and Equal Ops Team to ensure all students have access to Hallam Volunteering publicity material and projects.</li> <li>To work with Fundraising Team to co-ordinate generic, and when requested project specific fund-raising activities.</li> <li>Sit on the Small Grants Fund Panel</li> <li>Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee</li> </ul>
<b>Post</b>	<b>Media Officer (shall be part time)</b>
<b>Responsible to</b>	The President, The Officer Committee and Union Council
<b>Responsible for</b>	Co-ordinating all student media and linking into committee structure

<b>Function of the post</b>	Liaison between various student media
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend Officer Committee, Union Council, Annual General Meeting and relevant standing committees.</li> <li>• Liaise with marketing staff on all publicity matters.</li> <li>• To be aware of the work of other units within the Union and make links where appropriate.</li> <li>• To promote student media at Hallam, encouraging volunteers to participate.</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>International &amp; Black Students Officer (shall be part time)</b>
<b>Responsible to</b>	The President, The Officer Committee and Union Council
<b>Responsible for</b>	Co-ordinating all student media and linking into committee structure
<b>Function of the post</b>	Liaison between various student media
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend Officer Committee, Union Council, Annual General Meeting and relevant standing committees.</li> <li>• Assist the Equal Opportunities full time and part time officers with their duties.</li> <li>• Co-ordinate and publicise relevant Union campaigns.</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>Societies Officer (shall be part time)</b>
<b>Responsible to</b>	The President, The Officer Committee and Union Council
<b>Responsible for</b>	All Hallam Union Societies
<b>Function of the post</b>	Develop Hallam Union societies and promote new societies to the students, the University and the wider community.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend Officer Committee, Union Council, Annual General Meeting and relevant standing committees.</li> <li>• Be the first point of contact for issues relating to societies.</li> <li>• Any general administration duties associated with running societies.</li> <li>• Assisting societies with activities and publicity.</li> <li>• Assist with the co-ordination and training of societies' officers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that all societies operate in accordance with the policies of the Union.</li> <li>• Ensure that all societies operate a model constitution in accordance with these Articles of Governance.</li> <li>• To assist with the maintenance of equipment and asset registers.</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>
<b>Post</b>	<b>Welfare Officer (shall be part time)</b>
<b>Responsible to</b>	The President, The Officer Committee and Union Council
<b>Responsible for</b>	Representing minority groups of students at the University.
<b>Function of the post</b>	Ensuring that students from minority groups are able to play a full role within the Union and the University without fear of discrimination.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend Officer Committee, Union Council, Annual General Meeting and relevant standing committees.</li> <li>• Assist the Equal Opportunities full time Officer and International &amp; Black Students Officer with their duties.</li> <li>• Co-ordinate and publicise relevant Union campaigns.</li> <li>• Any other duties and responsibilities as may be reasonably and properly requested by the Officer Committee.</li> </ul>

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