

STUDENTS' UNION, UNIVERSITY OF GREENWICH

SABBATICAL OFFICER TRUSTEE ROLE: INFORMATION AND JOB DESCRIPTIONS

1. General information about the post of Sabbatical Officer Trustee

The following stipulations appear in the Students' Union Articles of Governance and Bye Laws regarding Sabbatical Officer Trustees ("Sabbatical Officers"):

- 1.1 Each Sabbatical Officer must have been a registered student at the University for a continuous period of at least four months immediately before his or her election unless they are standing for re-election.
- 1.2 Each Sabbatical Officer must be a Voting Member of the Union at the time of his or her election.
- 1.3 A Sabbatical Officer's term of office is twelve months.
- 1.4 Sabbatical Officers will commence their period of employment with the Union during July of the previous academic year, on such a date as to give 10 working days at the end of the month to work with the outgoing Sabbatical Officers from that year. The start date for 2010/11 Officers is therefore Monday 19th July 2010, and their 12-month period of office begins officially on 1st August.
- 1.5 Sabbatical Officer Trustees may be re-elected for a further term of twelve months. The maximum total term that a Sabbatical Officer Trustee may serve is therefore twenty four months.
- 1.6 A Student or Sabbatical Officer Trustee who has not completed their approved programme of study ("course") at the University prior to their prospective appointment, must apply to the University for a leave of absence from their course for the length of their proposed term of office as a Sabbatical Officer. This application must be submitted to the University at least 4 weeks before the prospective appointment or re-appointment is due to take effect – by Friday 18th June 2010.
- 1.7 At the same time as commencing their term of office as a trustee the Sabbatical Officer will enter into a contract of employment with the Union for a term of twelve months.

2. Collective duties of Sabbatical Officer Trustees

- a. To be members of the Union's Trustee Board together with other Trustees as described in the Constitution.
- b. As a member of the Board, to be responsible for overseeing the management and administration of the Union and undertake the duties of a Trustee in accordance with Articles 57 – 61 of the Constitution.
- c. To be a member of Union Council, together with other representatives.
- d. As a member of Union Council, to participate in its activities in accordance with Articles 83 – 87 of the Constitution, and ensure it is kept up to date on the activities of the Sabbatical Officers and of the Executive Committee.
- e. To support other members of Union Council in the fulfilment of their roles, as appropriate.
- f. To be a member of the Executive Committee, together with elected part-time Student Representatives.
- g. As a member of the Executive Committee, to be responsible for representational and campaigning activities in accordance with Articles 88 – 89 of the Constitution.
- h. To promote and defend the rights of members.
- i. To represent the Union and its members' interests in a professional manner, both internally to the University and externally.
- j. To ensure that they work in accordance with, and in furtherance of, Union policy.
- k. To ensure that productive working relationships are developed and maintained with the permanent staff team and with the University.
- l. As an employee of the Union, to work at all times within the relevant provisions of the Staff Handbook and the Financial Procedures.

2.1 President

The President of the Students' Union is the figurehead for the organisation and the first point of contact for many external organisations. The President's role is to co-ordinate the activities of the sabbatical team.

The President will:

- a. Lead the Sabbatical team.
- b. Provide the main channel of communication with the University on matters of Union policy, and to act as the spokesperson for the Union to the media (via the University Press Office) and on other occasions as required.
- c. Represent the Union at the following University meetings: University Court; Finance Committee; Academic Council; Health and Safety; and other meetings as required, in accordance with the role.
- d. Represent Members to the University on relevant matters, including sitting on the relevant committees and working groups of the University, and also locally and nationally as required.
- e. Undertake all duties as required of the President in accordance with the Bye Laws including chairing Union meetings and participating in the implementation of Disciplinary and Complaints procedures.
- f. Liaise with the Chief Executive regarding the effective running of the organisation.
- g. Work with all relevant members of Union and University staff to ensure that Members' interests are fully represented at all times.
- h. Participate in Union working groups as required.
- i. Co-ordinate the work of the Executive Committee and ensure that regular Executive Committee meetings are held, in accordance with the Bye Laws.
- j. Maintain and develop contact with the University's Partner Colleges and UMSA.

2.2 Vice President, Campaigns and Representation

This Officer leads on campaigning, communicating what the Union is doing and encouraging students to take part in all aspects of the Union.

The VP, Campaigns and Representation will:

- a. Undertake campaigning on appropriate issues as agreed by the Executive Committee
- b. Communicate with Members regarding the activities of the Union.
- c. Working with the permanent staff team, oversee all aspects of Union communications including marketing, website, networking sites.
- d. Oversee and edit the student newspaper.
- e. Chair the 'RAG' committee.
- f. Take the lead in the Union on increasing student involvement in all aspects of the Union's processes, structures, and activities, working with the other Officers and the permanent staff team.
- g. Work with all relevant members of Union and University staff to ensure that Members' interests are fully represented at all times.
- h. Represent Members to the University on relevant matters, including sitting on the relevant committees and working groups of the University.
- i. Represent the Union at the following University meetings: Academic Council; and other meetings as required, in accordance with the role.
- j. Undertake other duties as required of a Vice President in accordance with the Bye Laws.
- k. Take the lead on developing relevant policy within the Union.
- l. Participate in Union working groups as required.
- m. In the absence of the President, act as the spokesperson for the Union to the media (via the University Press Office) and on other occasions as required.

2.3 Vice President, Education and Welfare

This Officer leads on all issues relating to the education and welfare of the student body.

The VP, Education and Welfare will:

- a. Work with the University and Union staff to ensure that sufficient provision is available for students' welfare, health, safety, financial management.
- b. Work with the University on matters relating to University-owned student accommodation.
- c. Working with the permanent staff team, oversee activities in the Union relating to student support and representation on educational and welfare issues.
- d. Act as the key officer for the organisation and democratic co-ordination and development of academic representation systems within the University eg course reps and school representatives.
- e. Take the lead in Union participation in the University's academic disciplinary processes.
- f. Work with all relevant members of Union and University staff to ensure that Members' interests are fully represented at all times.
- g. Represent Members to the University on relevant matters, including sitting on the relevant committees and working groups of the University.
- h. Represent the Union at the following University meetings: Academic Council; and other meetings as required, in accordance with the role.
- i. Undertake other duties as required of a Vice President in accordance with the Bye Laws.
- j. Take the lead on developing relevant policy within the Union.
- k. Participate in Union working groups as required.

2.4 Vice President, Student Activities

This officer leads on the provision and development of a wide range of accessible activities, facilities and services for the student body.

The Vice President, Student Activities, will:

- a. Represent the Union's Clubs and Societies within the University and to regional and national organisations on all relevant issues.
- b. Ensure the Clubs and Societies Bye Law and the Procedures Manual is adhered to at all times by Members and participate fully with these in accordance with the role.
- c. Working with the permanent staff team, oversee the provision of high-quality activities and facilities for students, and the development of the range of activities and facilities available.
- d. Promote activities to the Members, and publicise their activities through all appropriate media internally and externally, working with the staff team.
- e. Seek sponsorship and other opportunities for additional income to support student activities, in liaison with permanent staff.
- f. Work with all relevant members of Union and University staff to ensure that Members' interests are fully represented at all times.
- g. Represent Members to the University on relevant matters, including sitting on the relevant committees and working groups of the University.
- h. Represent the Union at the following University meetings: Academic Council; and other meetings as required, in accordance with the role.
- i. Undertake other duties as required of a Vice President in accordance with the Bye Laws.
- j. Take the lead on developing relevant policy within the Union.
- k. Participate in Union working groups as required.