

# Schedule 6

## University of Stirling Student Union

### Officer Profile

#### **1.0 General**

1.1 This schedule exists to provide guidance on the general and specific duties of the Officers of the Union. Areas of responsibility are described relating to each Officer, however, these are not intended to be exhaustive.

#### **2.0 General Trustee Duties (Sabbatical Officers only)**

2.1 The duties of the Sabbatical Officer in their role as Trustees shall be as follows:

- i) To act in a manner consistent with the constitution of the Students' Union.
- ii) To act as a Trustee of the Students' Union, attend all meeting of the Trustee Board and to be a signatory on behalf of the Students' Union.
- iii) To ensure appropriate control and direction of the Student Union's management and administration.
- iv) To ensure resources are deployed in a way that is consistent with the furtherance of the charitable aims outlined in the Constitution.
- v) To provide accountability to the membership for decision making and fund allocation in order to meet the needs of the charitable aims as set out in the Constitution.
- vi) To assess and manage risks to ensure the long-term financial viability of the Union.
- vii) To annually approve and amend the finance regulations, annual budgets and strategic plans of the Students' Union as well as approving the auditor's reports and other such appropriate external consultants.

#### **3.0 General Executive Duties and Responsibilities**

3.1 The duties of all Officers of the Students' Union as outlined in this Schedule of the Constitution shall be as follows:

- i) To provide the overall political leadership of the Students' Union.
- ii) To represent the interests of the student body to the appropriate internal and external bodies.
- iii) To ensure that the Executive Officers as individuals and the Union collectively adheres to the Education Act 1994.
- iv) To be available for consultation with the student body both formally and informally and represent their interests appropriately.
- v) To hold standing policy as a binding document and fully and effectively carry out its mandates.
- vi) To adhere to and ensure implementation of the Students' Union's Equal Opportunities Policy.
- vii) To familiarise themselves with and ensure adherence to appropriate operational polices, including but not limited to the staff student protocol, health and safety and financial procedures.
- viii) To attend all appropriate training events and conferences to ensure familiarity with their role and current issues affecting students.
- ix) To attend the Annual and General Meeting, Executive Council, Student Union Committee meetings, and all meetings relevant to their role.

## **4.0 Sabbatical Officer**

### **4.1 Union President**

4.1.1 The Union President shall be an equal member of the Students' Union Sabbatical Team responsible for representing and championing the rights and views of all students of the University of Stirling.

4.1.2 The Remit of the Union President shall be as follows:

- i) To be the overall representative, spokesperson and ambassador of the Students' Union; to the University, media and external agencies.
- ii) To maintain close links with the local and national community on issues of mutual concern.
- iii) To coordinate and lead the Union's campaign agenda for the year.
- iv) To be ultimately responsible for the overall financial security of the Union.
- v) To be responsible for the democratic structures of the Union.
- vi) To act as delegation leader to all NUS Conferences.
- vii) To ensure the implementation of, and adherence to, an effective Equal Opportunities policy.
- viii) To ensure the Union and its services and publications are accessible to all students.
- ix) To oversee and provide support to the Liberation Officers and campaigns to ensure the provision of appropriate events for these groups and their enhanced representation.
- x) To take the policy lead on Ethical and Environmental matters and formulate strategy in these areas.
- xi) To discuss with the Executive Council any response to Government consultations and actions on behalf of the Union.
- xii) To coordinate the work of the Union and Executive Council in setting yearly strategic goals and objectives aligned to longer term strategic plans agreed with Union management and the student body.
- xiii) To work with the General Manager, to assist in the recruitment and development of Union Staff.

### **4.2 Vice President Education & Engagement**

4.2.1 The Vice President Education & Engagement shall be an equal member of the Students' Union Sabbatical Team responsible for representing and championing the rights and views of all students at the University of Stirling and the wider community.

4.2.2 The Remit of the Vice President Education & Engagement shall be as follows:

- i) To be responsible for representing students on all academic matters to the University and other such bodies as appropriate.
- ii) To be responsible for Union policy on academic matters and education.
- iii) To engage with national education agencies on areas of policy development and implementation.
- iv) To plan, develop and implement education related campaigns, events and materials to better the students' experience of students at Stirling.
- v) To work in collaboration with Union Officers, staff, external bodies and the University to continually develop and support an effective Course Representative network to ensure student engagement in the enhancement of the learning experience at Stirling.
- vi) To engage, empower and campaign for students in order to enhance the quality of their teaching and learning experience.
- vii) To undertake appropriate casework for students in conjunction with the relevant staff.
- viii) To be responsible for the promotion and awareness raising of physical, sexual and mental health and wellbeing issues within the student body through events, campaigns and materials.

### **4.3 Vice President Activities & Development**

4.3.1 The Vice President Activities & Development shall be an equal member of the Students' Union Sabbatical Team responsible for representing and championing the rights and views of all students at the University of Stirling.

4.3.2 The Remit of the Vice President Activities & Development shall be as follows:

- i) To act as Clubs and Societies Convener and to continually develop, support and guide clubs and societies within the Students' Union.
- ii) To ensure an effective strategy is in place for recruitment, retention and reward of student volunteers.
- iii) To lead on policy, development and implementation with regards to volunteering and community involvement.
- iv) To campaign to improve the student experience for all students at the University of Stirling.
- v) To lead and continue the development of the Student Leadership Programme.
- vi) To champion and coordinate the personal and professional development of students in their time at University; so as to enhance their employability, student experience and wider civic engagement.
- vii) To ensure a member-focused, student-led and 'cooperative' economic approach to the Union's commercial areas.
- viii) To have responsibility for the development of commercial strategy which insures wide access to the trading facilities for all student groups and acts to responsibly develop the student community.
- ix) To work with the Community and Commercial Operations Committee to coordinate all commercial and union events, such as Fresher's and Re-Freshers' Week, are student focused.

### **4.4 Sports Union President**

4.4.1 The Sports Union President shall be an equal member of the Students' Union Sabbatical Team responsible for representing and championing the rights and views of all students at The University of Stirling.

4.4.2 The Remit of the Sports Union President shall be as follows:

- i) To promote the profile of sport amongst the entire student body and the wider community.
- ii) To represent the sporting interests of students to the University and other relevant external bodies.
- iii) To campaign to improve the student experience for all students at The University of Stirling.
- iv) To animate and coordinate students to increase participation in, and widening access to, all sporting and physical activities.
- v) To ensure the continued implementation of a strategic plan for sport which meets the strategic objectives of the organisation.
- vi) To develop and implement the coaching programme, including coach recruitment and retention; and implement an annual professional development programme for key club committee members delivering coaching.
- vii) To maximise the Sports Union's facility allocation at the University of Stirling.
- viii) To oversee the financial management of the Sports Union, including drafting, in collaboration with the Finance Committee, the Sports Union budget and ensuring that club budgets, when set, are adhered to.
- ix) To ensure that the Sports Union implements, maintains and adheres to appropriate and relevant policy for the purposes of health and safety within sport.
- x) To bid for, attract and coordinate sporting events throughout the year to support the aims of the Sports Union.
- xi) To develop, support and guide sports clubs ensuring continual development and growth.

- xii) To create, develop and maintain innovative partnerships with key internal and external organisations.
- xiii) To communicate effectively with sports union members through appropriate mechanisms.

## **5 Executive Officers**

5.1 Executive Officers shall sit on the Students' Union Executive Council and shall be responsible for the implementation of policy passed by the General Meeting or Referenda. These officers shall be as follows:

### **5.2 Communities Officer**

5.2.1 The remit of the Communities Officer shall be as follows:

- i) To work directly with relevant Sabbatical Officers to promote volunteering within the student body.
- ii) To develop community projects with the aim of improving the employability of students at the University of Stirling.
- iii) To work with the student and wider community to develop, improve and promote social responsibility.

### **5.3 Engagement Officer**

5.3.1 The remit of the Engagement Officer shall be as follows:

- i) To work directly with relevant Sabbatical Officers to continually promote and develop the Course Representative network.
- ii) To work with the student body to create a climate of active communication and engagement in order to secure educational and social change.

### **5.4 Sustainability Officer**

5.4.1 The remit of the Sustainability Officer shall be as follows:

- i) To work effectively with relevant Sabbatical Officers to work on specific sustainability issues,
- ii) To develop the Student Union's green and ethical strategy and policy
- iii) To championing a member focused cooperative economic approach.

### **5.5 Health Promotion Officer**

5.5.1 The remit of the Health Promotion Officer shall be as follows:

- i) To work directly with relevant sabbatical officers to promote and campaign to improve students physical, social, sexual, mental health and wellbeing.

### **5.6 Clubs and Societies Development Officer**

5.6.1 The role of the Clubs and Societies Development Officer shall be as follows:

- i) To work with relevant sabbaticals and staff to develop student clubs and societies through supporting their training, growth, events, diversity and relationship with the Students' Union and wider community.

### **5.7 Charities Officer**

5.7.1 The remit of the Charities Officer shall be as follows:

- i) To coordinate and lead the charitable work of the Union in the raising of funds for causes deemed to be worthwhile by the student body, through working with relevant student clubs, the University and external bodies.

## **5.8 Highlands and Islands Officer**

5.8.1 The Highlands and Islands Officer shall be elected by the student body resident at the Highland and Stornoway campuses as set out in the elections schedule (2).

5.8.2 The remit of the Highlands and Islands Officer shall be as follows:

- i) To represent the external campuses on all relevant Union, University and external bodies.
- ii) To work directly with relevant Sabbatical Officers in identifying local issues for the external campuses and campaigning for change to better the student experience.

## **5.9 Postgraduate Officer**

5.10.1 The remit of the Postgraduate Officer shall be as follows:

- i) To represent postgraduate issues within the Students Union, to the University and other external bodies.
- ii) To liaise with Postgraduate Campaigns nationally.

## **5.11 Black Students' Officer**

5.11.1 The remit of the Black Students Officer shall be as follows:

- i) To coordinate and autonomously lead the Black Students' Campaign on campus.
- ii) To represent the views of Black students to the Union, University and other external bodies.

## **5.12 Disabled Students Officer**

5.12.1 The remit of the Disabled Students Officer shall be as follows:

- i) To coordinate and autonomously lead the Disabled Students' Campaign on campus.
- ii) To represent the views of disabled students to the Union, University and other external bodies.

## **5.13 International and Exchange Students' Officer**

5.13.1 The remit of the International and Exchange Students Officer shall be as follows:

- i) To coordinate and autonomously lead the International & Exchange Students' Campaign on campus.
- ii) To represent the views of international students to the Union, University and other external bodies.

## **5.14 LGBT (Lesbian, Gay, Bisexual and Trans) Officer**

5.14.1 The remit of the LGBT Officer shall be as follows;

- i) To coordinate and autonomously lead the LGBT Campaign on campus.
- ii) To represent the views of lesbian, gay, bisexual and trans students to the Union, University and other external bodies.

#### **5.15 Mature Students' Officer**

5.15.1 The remit of the Mature Students Officer shall be as follows:

- i) To coordinate and autonomously lead the Mature Students' Campaign on campus.
- ii) To represent the views of mature students to the Union, University and other external bodies.

#### **5.16 Women's Officer**

5.16.1 The remit of the Women's Officer shall be as follows:

- i) To coordinate and autonomously lead the Women's' Campaign on campus.
- ii) To represent the views of women to the Union, University and other external bodies.

#### **5.17 Brig Editor**

5.17.1 The remit of the Brig Editor shall be as follows:

- i) To act as Editor to the Students' Union's newspaper, and carry the responsibility for ensuring a dynamic, high quality, well managed, fair, accurate, independent, entertaining and student-led publication for the University community.

#### **5.18 Air3 Station Manager**

5.18.1 The remit of the Air3 Station Manager shall be as follows:

- i) To act as the coordinator of the Students' Union's student radio station; and carry the responsibility for ensuring a dynamic, high quality, well managed, fair, accurate, independent, entertaining and student-led service for the University community.

#### **5.19 Air TV Station Manager**

5.19.1 The remit of the Air TV Station Manager shall be as follows:

- i) To act as the coordinator of the Students' Union's TV station; and carry the responsibility for ensuring a dynamic, high quality, well managed, fair, accurate, independent, entertaining and student-led service for the University community.

#### **5.20 Sports Union Executive Committee**

5.20.1 The Executive Officers of the Sports Union shall sit as full members of the Students' Union's Executive Council. Their remits shall be as set out in the constitution of the Sports Union being a schedule of the constitution of the Students Union.