



DUTIES OF OFFICERS

CONSTITUTION APPENDIX B

PASSED BY UNION COUNCIL 20th OCT 08



OFFICERS

The term global denotes an officer who has responsibility for all University campuses.

Position	Campus
President	Global
Vice President	Chester
Vice President	Warrington
Equal Opportunities Rep	Global
Clubs and Societies Rep	Chester
Clubs and Societies Rep	Warrington
Events Rep	Chester
Events Rep	Warrington
Welfare Campaigns Rep	Chester
Welfare Campaigns Rep	Warrington
Publications Rep	Chester
Publications Rep	Warrington
Marketing Rep	Chester
Marketing Rep	Warrington
Nursing and Midwifery Rep	Chester
Nursing and Midwifery Rep	Warrington
Kingsway Rep	Chester
Union Chairperson	Global



PRESIDENT

(global, sabbatical)

UNION COMMITTEES ATTENDING

- All Executive Meetings
- Union Council
- Union General Meetings
- All Sub Committees of Union Council
- All Standing Committees of Union Council

UNIVERSITY COMMITTEES ATTENDING

- University Council
- Finance & General Purposes
- Senate
- Academic Committee
- Academic Audit Sub Committee
- Sport & Recreation
- Catering
- Medical Liaison
- Student Services
- Teaching Learning
- Ethics
- University of Chester Association
- Academic Review Sub Committee

Where a University Committee has two student representative seats the President shall always attend, together with one of the Vice-Presidents as appropriate.

HOLIDAY ENTITLEMENT:

22 days annually

HOURS OF WORK

Monday – Thursday 9am – 5.30pm

Friday 9am – 4pm

THE PRESIDENT SHALL:

Broad Duties of a Sabbatical Officer

1. Be a full time paid officer of the Students' Union.
2. Be familiar with the Students' Union Constitution and any responsibilities mentioned therein.
3. Act as a trustee of the Students' Union and be legally entrusted with the property and finances of the Students' Union.
4. Act as a signatory on Union bank and building society accounts.
5. Ensure the Union does not commit Ultra Vires or break the law.
6. Be held accountable by Union Council.
7. Ensure that they are available and accessible for the students.
8. Attend all designated meetings and relevant training as required.
9. To be responsible for administration of all Students' Union Membership, including the issue of NUS Cards and membership cards and keeping up to date records for the duration of four years.
10. Liaising with the staff management team, oversee the organisation of the Students' Union Freshers' Week.

Constitutional Job Description and duties

1. Chair all Standing Union Committee meetings attended. Ensure that regular meetings are held, that the meetings are correctly minuted and properly conducted.
2. Ensure that all officers report on their contribution to membership services and the progress of their executive duties and tasks.
3. Ensure that the Union finances and businesses are being managed correctly and that the Executive Committees trustee responsibilities and status are upheld.
4. Act as a spokesperson on behalf of the Students' Union and therefore the students to all internal and external bodies including the press, media and any other relevant bodies.
5. Sit on the University Council as a Student Governor.
6. Be responsible, as chair of both Executive Committees, for the correct administration of all Students' Union finances, businesses and activities, through the General Manager.
7. Sign the Audited Accounts alongside the General Manager.
8. Be responsible for all aspects of Students' Union staffing through the General Manager and shall be Line Manager to the General Manager and be responsible for the appraisal of the General Manager.
9. Be the student officer responsible for direct liaison with the National Union of Students (NUS) National Union of Students Services Ltd. (NUSSL) and any other officially associated body or organisation of NUS.
10. Lead the delegation to conferences, where applicable, in particular NUS National Conference and NUSSL Convention and attend the Annual General Meeting.
11. Represent the Students' Union on public occasions.
12. Maintain a close liaison with the University through regular meetings with the Vice Chancellor alongside the Pro Vice Chancellor(s) and encourage Executive liaison with Student Support and Guidance.
13. Ensure that the democratic structure of the Students' Union is upheld and that its democracy is properly conveyed to the members.
14. Authorise action of an emergency nature by, or on behalf of, the Executive. Any such action must be displayed on the Students' Union notice board and reported to the next Executive Committee Meeting for approval.
15. Prepare and deliver an annual report for the Annual General Meeting and ensure that all members of each Executive Committee attend.
16. Be responsible for encouraging students to become involved in the Union activities, democracy and infrastructure.
17. Be the direct liaison between the Source Radio station and CSU.
18. Liaise with the relevant University authorities to ensure that the Student Charter is available to the membership.
19. Oversee the organising of all joint events.
20. Work with the Vice President to maintain a Student Academic Representative System in liaison with Student Support and Guidance.
21. Advise the Union on any changes to the Constitution and alterations to the regulations which may result from changes in the scope of the Union activities.

**VICE-PRESIDENT CHESTER CAMPUS
VICE-PRESIDENT WARRINGTON CAMPUS
(campus specific, sabbatical)**



UNION COMMITTEES ATTENDING:

- All Executive Meetings
- Union Council
- Union General Meetings
- All Sub Committees of Union Council
- All Standing Committees of Union Council

UNIVERSITY COMMITTEES ATTENDING:

- University Council
- Health and Safety
- Senate
- Academic Council
- Academic Committee
- Academic Audit Sub Committee
- Sport & Recreation
- Catering
- Medical Liaison
- Student Services
- Teaching Learning
- Ethics
- University of Chester Association
- POSA (Warrington Alumni)
- Academic Review Sub Committee

Where a University Committee has two student representative seats the President shall always attend, together with one of the Vice-Presidents as appropriate.

HOLIDAY ENTITLEMENT:

22 days annually

HOURS OF WORK

Monday – Thursday 9am – 5.30pm

Friday 9am – 4pm

THE VICE–PRESIDENT SHALL:

Broad Duties of a Sabbatical Officer

1. Be a full time paid officer of the Students' Union.
2. Be familiar with the Students' Union Constitution and any responsibilities mentioned therein.
3. Act as a trustee of the Students' Union and be legally entrusted with the property and finances of the Students' Union.
4. Act as a signatory on Union bank and building society accounts.
5. Ensure the Union does not commit Ultra Vires or break the law.
6. Be held accountable by Union Council.
7. Ensure that they are available and accessible for the students.
8. Attend all designated meetings and relevant training as required.
9. To be responsible for administration of all Students' Union Membership, including the issue of NUS Cards and membership cards and keeping up to date records for the duration of four years.
10. Liaising with the staff management team, oversee the organisation of the Students' Union Freshers' Week.

Constitutional Job Description and duties

1. Assist, supervise and oversee the work of all Executive Committee Officers, encouraging teamwork amongst the members.
2. Represent all students at University disciplinary hearings as required.
3. Be responsible for encouraging Student involvement within the Union infrastructure at that campus.
4. To provide information and support to students and maintain accurate confidential records.
5. Work with all of the Executive Representatives to ensure that they are undertaking their tasks.
6. Ensure that all Executive Decisions adhere all CSU policy and constitution.
7. Regularly liaise with University Departments to ensure the best possible service delivery to students.
8. Work with the President to maintain student representation within University, in particular the Student Academic Representative System in liaison with Student Support and Guidance.
9. Be responsible for the negotiation and promotion of local discounts.



GENERAL CONDITIONS OF EXECUTIVE REPRESENTATIVES

(non sabbatical)

ALL EXECUTIVE MEMBERS SHALL:

1. Be an unpaid part-time officer of the Union and act as a trustee of the Students' Union and so sit on the Executive Committee.
2. Attend all Executive Committee, Union Council and Union General Meetings.
3. Be familiar with the Students' Union Constitution and any responsibilities mentioned therein.
4. Perform all Executive duties in accordance with the Students' Union Constitution.
5. Contribute to collective work within the Students' Union.
6. Be willing to accept responsibility for work undertaken as a request of Union Council.
7. Comply with all University Policies and Procedures.
8. Comply with all Students' Union policies in particular the Staff-Student Protocol and the Equal Opportunities Policy.
9. Submit a written report on their contribution to the Students' Union membership services and the completion of their agreed targets to every Executive Committee meeting and Union Council.
10. Work with the Vice-President on the completion of all elected duties, in particular the setting and meeting of personal targets.
11. Work as a member of a team in all Executive Committee matters and contribute to any mutually agreed team targets.
12. Be available a recommended minimum of 5 hours per week for Executive duties (excluding Freshers' Week).
13. Be available for general assistance in any union activity or function during the Induction & Freshers' period.
14. Not send out any official or unofficial communications to college or external companies, unless expressly approved at Executive Committee.
15. Not enter into any communication or negotiation with any member of University staff or external company, unless expressly approved at Executive Committee.
16. All members of the Executive Committee are considered to be 'on duty' whilst wearing their 'uniform'.
17. All Executive Officers are required to undertake any extra responsibility or activity as agreed at Executive Committee meetings.
18. Attend all designated meetings and relevant training as required.
19. Attend all University committees as required by their post or as directed by the Executive. It is recognised and understood that as a student the Executive Officer may not always be available to attend every single University meeting at the top of individual job descriptions. As such they will be required to attend as directed by the President or relevant Sabbatical officer or as available.
20. To be responsible for administration of all Students' Union Membership, including the issue of NUS Cards, Associate and Temporary membership cards and keeping up to date records for the duration of four years.

CLUB AND SOCIETY REPRESENTATIVE

(campus specific, non-sabbatical)



UNION COMMITTEES ATTENDING

- Executive Committee
- Union Council
- Union General Meetings
- Student Activities Sub Committee
- Finance Committee
- Student Activities Working Group

UNIVERSITY COMMITTEES ATTENDING

- Sport & Recreation Committee

THE CLUB AND SOCIETY REPRESENTATIVE SHALL:

1. Act as representative for all Clubs and Societies within University, especially with regard to BUCS.
2. Co-ordinate regular meetings with Club Captains and Society Chairs to enhance communication between Clubs and Societies and the Students' Union.
3. Assist the Student Activities Staff as required, in particular with enforcing Duty of Care.
4. Encourage the development of existing clubs and societies.
5. Encourage the development of new clubs and societies to the Students' Union.
6. Assist in the organisation of annual Varsity and Intra Campus events.
7. Work closely with the Student Activities staff in organising the Annual CSU Presentation Evening.
8. Attend all Club and Society AGMs.
9. In liaison with the Deputy General Manager (Membership Services) and Marketing Representative, assist Clubs and Societies in the sourcing of external sponsorship opportunities.

EQUAL OPPORTUNITIES REPRESENTATIVE

(global, non-sabbatical)



UNION COMMITTEES ATTENDING

- Executive Committee
- Union Council
- Union General Meetings

UNIVERSITY COMMITTEES ATTENDING

- Student Services
- Equal Opportunities
- Ethics
- Disabilities

THE EQUAL OPPORTUNITIES REPRESENTATIVE SHALL:

1. Be responsible for bringing to the attention of the campus specific Executive Committee and the University, those issues affecting the interests of specific groups within the student body, in particular, Specific Needs and Disabilities, LGBT, Ethnic Minority Groups, Women, Mature Students and any other discernible groups.
2. Work closely any of Clubs and Societies that cater for the above groups of students.
3. Liaise with the relevant personnel in Student Guidance and Support to ensure that policies are carried out and to discuss any current issues.
4. Ensure that the Students' Union's Equal Opportunities Policy is in operation and liaise with the President in monitoring the effectiveness of the policy.



EVENTS REPRESENTATIVE (Campus specific, non-sabbatical)

UNION COMMITTEES ATTENDING

- Executive Committee
- Union Council
- Union General Meetings
- Entertainments Forum
- Bar Committee
- Finance Committee
- Freshers' Week Working Group (wherever possible)

UNIVERSITY COMMITTEES ATTENDING

- Foundation Committee

THE EVENTS REPRESENTATIVE SHALL:

1. Shall liaise closely with the Freshers' Week Working Group in organising the evening events throughout that week.
2. Chair the Entertainment Forum, ensuring that regular meetings are held, that the meetings are correctly minuted and properly conducted.
3. Liaise closely with the Bar Manager to ensure that the current provision meets the needs of the wide University student demographic.
4. Work with the Vice-President and staff to ensure that there is a regular calendar of events and that they comply with all policies.
5. Be available and on duty for all organised events as required.
6. Ensure that all events are marketed effectively through liaison with the Marketing and Publications Representatives.
7. Organise the student DJ roster in liaison with the relevant member of staff according to agreed schedules from the Entertainment committee.



MARKETING REPRESENTATIVE (campus specific, non-sabbatical)

UNION COMMITTEE ATTENDING

- Executive Committee
- Union Council
- Union General Meetings
- Entertainments Forum
- Bar Committee
- Steering Committee

UNIVERSITY COMMITTEES ATTENDING

None

THE MARKETING REPRESENTATIVE SHALL:

1. Ensure that all students are aware of CSU activities and events.
2. Ensure effective marketing of high profile events, using all available media genre.
3. Liaise with the President on external publications.
4. Conduct and annual student satisfactory survey, and present to the Executive Committee.
5. Be aware of Student Market trends.
6. Assist staff in the investigation and development of additional income streams.
7. Assist department managers in the promotion of their services.
8. In liaison with the Deputy General Manager (Membership Services) and Clubs and Societies Representative, assist Clubs and Societies in the sourcing of external sponsorship opportunities.
9. Work closely with other Representatives to ensure a global marketing corporate identity.

NURSING AND MIDWIFERY REPRESENTATIVE

(campus specific, non-sabbatical)



UNION COMMITTEE ATTENDING

- Executive Committee
- Union Council
- Union General Meetings

UNIVERSITY COMMITTEES ATTENDING

- Medical Liaison

THE NURSING AND MIDWIFERY REPRESENTATIVE SHALL:

1. In liaison with the Vice President, attend the Nursing and Midwifery Induction Meetings.
2. Regularly visit the nursing sites, offering a mobile CSU service.
3. Be proactive in encouraging the Nursing and Midwifery students to vote in CSU elections, and organise a mobile ballot box provision.
4. Make the Executive Committee aware of all current issues affecting Nursing and Midwifery students.
5. With the Vice President, ensure inclusion of all nursing and midwifery students.



PUBLICATIONS REPRESENTATIVE (campus specific, non-sabbatical)

UNION COMMITTEES ATTENDING

- Executive Committee
- Union Council
- Steering Committee
- Union General Meetings
- Bar Committee
- Finance Committee

UNIVERSITY COMMITTEES ATTENDING

None

THE PUBLICATIONS OFFICER SHALL:

1. Work with the Vice-President as joint editor of all publications for that campus, and ensure that all communications and publications for the membership are first passed at Executive Committee, as appropriate.
2. Ensure that all publications are produced to the agreed calendar and within deadlines as appropriate at that campus.
3. Be responsible for the design and style of all publications and the organisation of articles.
4. Ensure a close working relationship with the Marketing and Dot Com Representatives.
5. Work in liaison with the Marketing Representative to ensure that all relevant information and articles are submitted to the Dot Com Representative for publication on the website.
6. Ensure the removal of all out of date posters and advertising from all Students' Unions designated poster advertising sites.

WELFARE CAMPAIGNS REPRESENTATIVE

(campus specific, non-sabbatical)



UNION COMMITTEE ATTENDING

- Executive Committee
- Union Council
- Union General Meetings

UNIVERSITY COMMITTEES ATTENDING

- Medical Liaison
- Student Services
- Equal Opportunities
- Disabilities

THE WELFARE CAMPAIGNS REPRESENTATIVE SHALL:

1. Proactively campaign on welfare issues affecting student locally, working with the Vice President.
2. Be aware of priority campaigns led nationally by NUS.
3. Liaise at all times with the Welfare and Accommodation Officer.
4. Annually produce a calendar of campaign events, consulting relevant University and External organisations.
5. Ensure SGSS are fully aware of all Students' Union Welfare campaigns.



KINGSWAY REPRESENTATIVE (campus specific, non-sabbatical)

UNION COMMITTEE ATTENDING

- Executive Committee
- Union Council
- Union General Meetings

UNIVERSITY COMMITTEES ATTENDING

None

THE KINGSWAY REPRESENTATIVE SHALL:

1. Bring all Kingsway specific issues to the attention of the Executive Committee.
2. Ensure that all students based at Kingsway are aware of CSU activities and events.
3. Provide personal representation for students at the Kingsway campus when required.
4. Attend University liaison meetings regarding Kingsway as required.



UNION CHAIRPERSON (global, non Executive Representative)

UNION COMMITTEES ATTENDING

- Union Council
- Union General Meetings
- Steering Committee
- Policy Committee
- Student Activities Working Group (colours meeting)

STAFF/STUDENT COMMITTEES ATTENDING

None

THE UNION CHAIRPERSON SHALL:

1. Be Chairperson of Student Council Meetings and act as the independent individual.
2. Be Chairperson of the Students' Union General Meetings and work with the President and Staff in the organisation of this event.
3. Ensure that all members of student council conduct themselves in an appropriate manner and follow committee etiquette.
4. Be familiar with committee terms of reference.
5. Have detailed knowledge of the Constitution, policies and University Committee structure.
6. Ensure that all members of Council are able to voice their opinions.
7. Be prepared and have knowledge of all agenda items.
8. Hold the Union Executive accountable in order for them to report back on their progress in their respective positions.



GENERAL CONDITIONS OF COUNCIL POSITIONS

UNION COMMITTEES ATTENDING

- Union Council
- Union General Meetings
- Steering Committee (if elected)

• UNIVERSITY COMMITTEES ATTENDING

None

ALL COUNCIL MEMBERS SHALL:

1. Discuss items submitted for the agenda approved by the Chairperson.
2. Be concerned generally with all matters appertaining to the services and facilities provided by the Union and shall promote its aims and objectives.
3. Consider recommendations of the Executive Committee for approval
4. Create policy as and when issues arise.
5. Comply with lateness for meetings guidelines in accordance with those for absence as specified by the President, Vice President and General Manager.
6. Be willing to accept responsibility for work undertaken as a request by Union Council, or the Executive or Sabbatical Officers.
7. Comply with all student policies, especially Health & Safety, Staff Student protocol and Equal Opportunities Protocol.