

Schedule 5

Part 1

Job Descriptions Sabbatical Student Officers

DSU's Sabbatical Officers' job descriptions cover four disciplines:

- the role of trustee,
- a specific portfolio of work,
- a representative of the student body to specific groups,
- being an activist on specific issues of importance to the DSU membership.

All Sabbatical Student Officers have a duty to fulfil the following for each discipline:

Trustee

1. Complete a trustee induction programme at the commencement of office.
2. Act as a trustee of the Students' Union, giving full consideration to the needs of the whole organisation at all times.
3. Act in interest of all students, despite specific portfolio responsibilities.

Portfolio

1. Be responsible for managing budgets, where necessary and appropriate.
2. Carry out all roles in liaison with relevant staff and fellow officers.
3. Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee.

Representative

1. Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union.
2. Represent the views of the student body in appropriate forums.
3. Actively solicit the opinions of the student body to ensure that representative activities meet the needs and reflect the views of the membership.
4. Submit a report as and when required or when requested to general meetings of the Charity and Student Council.

Activist

1. Engage with students and encouraging participation.
2. Campaign on issues of importance to the student body.
3. Actively solicit the opinions of the student body to ensure that campaigning activities meet the needs and reflect the views of the membership.

Personal

1. Maintain good working relationships with your fellow Executive Officers.
2. Be able to offer and receive constructive criticism.

PresidentPortfolio

1. Take a lead in the production, revision and monitoring of the Students' Union strategic plans.
2. Have responsibility for staffing issues, in accordance with Schedule 6 of the Bye-Laws.
3. Receive all Union complaints, and act on them in accordance with Schedule 7 of the Bye-Laws.
4. Be responsible for financial and budgetary matters, and reporting them to the Board of Trustees.
5. Ensure the Board of Trustees and Executive Committee communicate with a uniform voice, and make Members, members of Student Council, Sabbatical and Non-Sabbatical Officers aware of their (collective) obligations and responsibilities.
6. Chair the Board of Trustees, Executive Committee and general meetings of the Charity.
7. Be aware of all major activities, developments and communications that are taking place within the Students' Union, particularly from Sabbatical Student Officers.
8. Monitor that all actions and decisions from meetings are carried out, and report back on progress.
9. Oversee the convening of the Board of Trustees, Executive Committee, Student Council and general meetings of the Charity, in accordance with the Memorandum and Articles of Association and/or the Bye-Laws.
10. Be responsible for policy implementation and ensuring that the policy file is maintained.
11. Be responsible for ensuring that affiliations to outside bodies, which are approved by the Executive Committee, are recorded in the appropriate manner.
12. Convene Student Council meetings.
13. Hold ex-officio membership of all Students' Union sub or delegated committee meetings

Representative

1. Act as the primary liaison between the Students' Union and NUS
2. Act as officer liaison between the Students' Union and NUSSL
3. Act as the delegation leader at NUS Conference, except where excluded by conference rules, and ensure delegates are aware of their obligations, responsibilities and Union policy.
4. Be a member of all committees to which the role is entitled, including the University Board of Governors and Academic Board.
5. Ensure that there is a Union Officer on all University disciplinary and appeal hearings.
6. Act as the first cheque signatory.

Activist

1. Be responsible for Union strategy, strategic planning and development, and researching best practice.
2. Hold the authority to make emergency decisions on behalf of Executive and/or Board of Trustees, in situations where it cannot be convened, but report and ensure that such decisions are ratified immediately following meeting of the Executive or Board of Trustees.
3. Act as the interpreter of the Memorandum and Articles of Association of the Charity, as and when required.

Deputy President EducationPortfolio

1. Be responsible for all issues pertaining to education within the Students' Union, except for dealing with individual casework.
2. Have strategic responsibility for Student representatives and structures.
3. Act as a conduit for information from the Students' Union to Non-Sabbatical Student Officers.

Representative

1. Be the Deputy President, taking on the role of President in their absence where necessary.
2. Act as the main representative on academic issues to the University.
3. Act as the primary liaison between the Students' Union and those Students not based at the main Leicester City Campus.
4. Be a member of all committees to which the role is entitled, including Academic Board.
5. Act as the second cheque signatory.

Activist

1. Be responsible for the development, implementation and revision of educational strategy within the Students' Union.
2. Have responsibility for all educational and academic campaigns and related events and be actively involved in the delivery of them at all sites.

Vice President Media & Communication

Portfolio

1. Undertake a regular review of the Students' Union's communication strategy to ensure that DSU's key messages are communicated to the membership.
2. Develop the professional production and relevant distribution of all Union media within the Students' Union and the University.
3. Have responsibility for the following:-
 - a. Demon FM: Station Controller
 - b. Demon TV: Station Controller
 - c. Demontfortstudents.com: Website Controller
 - d. The Demon: Editor-in-Chief
4. Be responsible for the production, editorial control and content of the annual Students' Union Handbook.
5. Coordinate all press releases, on behalf of the President, Executive Committee and Board of Trustees.
6. Facilitate the recruitment and training of volunteers to assist in the delivery of Union media.
7. Ensure members of the Board of Trustees are aware of all press briefings
8. Oversee all union media content.

Representative

1. Be DSU's principal representative to SRA and NASTA
2. Communicate DSU's activities to community groups.

Activist

1. Be responsible for the development and strategy of all media and communication tools within the Students' Union.
2. Lobbying against prohibitive communicative measures for students.
3. Implementing new communicative devices to encourage engagement from the electorate.

Vice President Student ActivitiesPortfolio

1. Actively promote and encourage all students to get involved in their Union, particularly students who are currently under-represented within the Students' Union's activities and Students based off campus.
2. Facilitate and encourage a diversity of activities and opportunities for students to be involved with.
3. Be involved in the promotion, support and development of sports and societies.
4. Chair the RAG committee, and facilitate its programme.
5. Take strategic responsibility for Raise and Give, ("RAG"), the International Students' Association ("ISA"), university sporting events ("Varsities")
6. Take responsibility for liaising with and co-ordinating clubs and society leaders and office holders

Representative

1. Act as the liaison between the Students' Union and the University's Alumni scheme.
2. Be the Students' Union's main representative to British University Sports Association, ("BUSA").
3. Be the main representative for union organised annual tours

Activist

1. Be responsible for the development and strategy of student activities within the Students' Union.
2. Assist in the development and delivery of Union campaigns.

Vice President WelfarePortfolio

1. Co-ordinate all welfare campaigns and related events and be actively involved in the delivery of them at all sites.
2. Be responsible for all issues pertaining to welfare within the Students' Union, except for dealing with individual casework.
3. Be responsible for the promotion of all elections and other democratic functions of the Students' Union, in accordance with Schedule 3 of the Bye-Laws.
4. Maintain relationships with key partners who are able to support the Students' Union's welfare activities

Representative

1. Be responsible for building and maintaining positive relations with the local community and community organisations.
2. Be a member of all committees to which the role is entitled, including Admissions Committee.
3. Act as the main representative on welfare issues to the University.

Activist

1. Facilitate and promote the awareness of support and community mechanisms and opportunities for students, such as through the Community Fair during induction week.
2. Be responsible for the development, implementation and revision of the welfare strategy within the Students' Union.

Part 2Non-Sabbatical Student Officers**All Non-Sabbatical Student Officers have a duty to do the following:**

- Attend and be a member of Student Officer Committee.
- Provide a report in advance of each Student Officer Committee of their Officer activity.
 - Attend related training events and conferences (support provided by Students' Union).
 - Contribute to the strategic development of Students' Union relative to the position held.
 - Source Student opinion to generate ideas relevant to Students' needs.
 - Promote the positive involvement of the Student community within Students' Union.
 - Inform, where appropriate, Students on Students' Union services and campaigns.
 - Work alongside relevant Sabbatical Student Officers.
 - Work, where applicable, with a specific society to encourage participation.

Specific role criteria and contributions:-

Campaigns Officer

- Help promote Students' Union campaigns.
- Liaise, where necessary, with relevant campaigning organisations and distribute material where appropriate.
- Provide advice, guidance and support to students and other Sabbatical and Non-Sabbatical Student Officers on issues relating to campaigns.

Charles Frears Officer

- Attend relevant meetings/conferences e.g. Student Learner Council each semester.
- Contact, where appropriate, other Charles Frears based student representatives and outside organisations E.g. RCN and UNISON.
- Observe that Students' Union represents students on Charles Frears issues.
- Encourage use of Students' Union facilities and services to Charles Frears based Students.

Communications Officer

- Be aware of Students' Union's Communication Strategy, Communication Policy and the Memorandum and Articles of the Charity and the Bye-Laws.
- Attend and be a member of Students' Union's Media Committee.
- Coordinate competition submissions for each media group in liaison with Vice President Media & Communication.

Community and Involvement Officer

- Be aware of student related community issues.
- Increase awareness of Students' Union activities within the student community.

Diversity Officer

- Be aware of Students' Union/the University's provision for students of various ethnicities.
- Assist with campaigns specific to diversity issues.

International Students' Officer

- Must be an international student.
- Work towards increasing participation of international students within the Student Union.
- Actively promote Students' Union services, in particular the Students' Union's Welfare and Education Centre (WEC), to international students.

Lesbian, Gay, Bisexual and Trans, ("LGBT Officer")

- Liaise, where necessary, with relevant campaigning organisations and distribute material where appropriate.
- Work with the LGBT Society Committee.

Mature Students' Officer

- Must be a student over the age of 21 at the start of the elections process.
- Must be registered as a mature student at the University.
- Work towards increasing participation of mature students within the Students' Union.

Men's Officer

- Must be a man.
- Assist with campaigns specific to men.

Raise and Give ("RAG") Officer

- Actively promote RAG and its events through appropriate channels.
- Be aware of charity law, the Students' Union's RAG Constitution and Students' Union Bye-Laws and Memorandum and Articles of Association of the Charity.
- In the absence of the relevant Sabbatical Student Officer, assume Chair role at RAG meetings.

Research/Postgraduate Officer

- Must be registered as a research/postgraduate student at the University, or have an offer for a postgraduate course at the University for the coming academic year.
- Assist with campaigns specific to research/postgraduate students.
- Actively promote Students' Union services, in particular Students' Union's Welfare and Education Centre (WEC) to research/postgraduate students.

Societies' Officer

- Publicise Students' Union societies and encourage student participation.
- Work with relevant staff members to ensure all health and safety regulations are adhered to within societies.
- Can attend society committee meetings in an ex-officio capacity.

Sports Officer

- Publicise Students' Union sports clubs and encourage student participation.
- Work with relevant staff members to ensure all health and safety regulations are adhered to within sports clubs.
- Can attend sports clubs' committee meetings in an ex-officio capacity.

Students with Disabilities (SWD) Officer

- Liaise, where necessary, with relevant campaigning organisations and distribute material where appropriate.
- Be aware of Students' Union and/or the University's provision for students with disabilities.

Women's Officer

- Must be a woman.
- Assist with campaigns specific to women.