

Executive Committee Elections 2010 – Job Descriptions

Each student elected on to the Executive Committee has general responsibilities as a member of the committee and specific responsibilities related to their role. This document lists all of these responsibilities.

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Executive Committee Positions

Each Executive Committee position will undertake the following roles in addition to their specific remit.

These roles are not exhaustive and proposals to add to the roles outlined will be taken at the Sixth Statutory Caledonian Student Parliament (CSP) Meeting.

- i) Represent the student members of the Association to the University, to NUS, other external bodies and attend meetings as required.
- ii) Attend induction and training events and to ensure familiarity with rules and regulations
- iii) Prepare written reports for Executive Committee and meetings of CSP
- iv) Carry out duties in accordance with Association policy, procedures and all remits appropriate to their position
- v) Ensure adherence to the Education Act 1994 and current charity law
- vi) Ensure, through the GM, that all reasonable steps have been taken to ensure that Health & Safety procedures are in place
- vii) Ensure the implementation of Equal Opportunities throughout the Association
- viii) Comply with Association Financial Regulations and ensure that Association funds are used for the purpose for which they are intended
- ix) Be aware of the staff student protocol and observe the agreements set out in the document
- x) Attend training events and conferences as appropriate to ensure familiarity with the role of the executive and issues that affect students, with guidance from the Democratic Services Manager
- xi) Provide written information in the Freshers Magazine and other publications as requested
- xii) Ensure that relevant sections on the Students' Associations website is regularly updated and monitored, as well as monitoring the forums

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What does the Student President do?

The Student President is the figurehead of the Association. He/she has the responsibility for making sure that the Executive Committee is carrying out its duties and that agreed policies are acted upon. The Student President is the main link between the Executive Committee and the Association staff. The student president is also the main link between the university and the Association.

Remit:

- i) Responsible for putting forward the democratically decided views and policies of the Association within the University and to outside bodies.
- ii) Has the ultimate responsibility for the implementation of the decisions and policies of the CSP.
- iii) Line manages the General Manager.
- iv) Ensures, with the GM, that training for staff regularly takes place on Association Policy.
- v) Chairs the Executive Committee and the Disciplinary Appeals Committee, is a full member of the CSP, the Executive Committee and other committees as a student representative.
- vi) Within the University sits on all appropriate Committees. Responsible for reporting back from these Committees and all other bodies attended to the CSP.
- vii) Within the Association is an ex-officio member with voting rights of all Standing Committees of the CSP, with exception of Liberation Groups.
- viii) Liaises with the official representatives of Campus Trade Unions.
- ix) Represents the concerns of students to the National Union of Students (NUS) and ensures that information from NUS is distributed as appropriate and that regular contact is maintained.
- x) Ensures that delegates to NUS Conferences are aware of Association policies and is automatically elected as a delegate and made delegation leader for NUS & NUS Scotland events where the NUS constitution makes allowances to appoint ex-officio delegate(s);
- xi) Speaks on behalf of the Association to the media and other external organisations;
- xii) Ensures that agendas with supporting papers are prepared for each meeting of the Executive Committee and to arrange for minutes to be kept;
- xiii) Liaises with the DSM on the implementation of policy initiatives and staffing matters and to keep the Democratic Services Manager informed of any initiatives that the Executive wish to take;
- xiv) Regularly monitors Association finances and ensures that the Executive Committee and Caledonian Student Parliament are aware of any significant fluctuations.
- xv) Co-ordinates the work of the Executive Committee and makes sure that they carry out their duties and that they are fully consulted about decisions that need to be made;
- xvi) Work with the Vice President Student Development to ensure effective recruitment of all Caledonian Student Parliament Representatives.

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- xvii) Organises the induction and training for the incoming President in conjunction with the DSM
- xviii) Works with the Students' Association management to ensure long and short term strategic plans are in place, developed and implemented.
- xix) Has overall responsibility for all Association campaigns.
- xx) This is a full time, sabbatical position and will be remunerated accordingly.

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What does the Vice President Student Development do?

The Vice President Student Development deputises for the Student President when required or requested. In addition to this the Vice President Student Development provides a policy lead for areas embracing student reps in Quality Assurance and Enhancement, the National Student Survey, student media, the Student Leaders Programme and community engagement.

Remit:

- i) Deputises for the Student President in all matters;
- ii) Is a full member of the CSP, Executive Committee, Volunteering Policy Group, Magazine Editorial Team (Observer), Disciplinary Committee (Chair) and Student Radio Station Management Team (Observer).
- iii) Within the University sits on all appropriate Committees. Responsible for reporting back from these Committees and all other bodies attended to the CSP.
- iv) Within the Association is an ex-officio member with voting rights of all Standing Committees of the CSP, with exception of the Liberation Groups.
- v) Work with, promote and oversee the strategic development of Student Media and Volunteering within the Association, the University and the local community.
- vi) Promote, recruit to and develop the Student Leaders Programme to enhance student employability through personal development and knowledge transfer.
- vii) Prepare and oversee an annual training plan for Class Reps, Student Magazine, Community Action, CSP and Student Radio Station with appropriate Association staff.
- viii) Ensures the production and distribution of student media and volunteer programme literature.
- ix) Is the policy lead on engaging students in HE Quality Assurance and Enhancement processes within the University.
- x) Is the Association's policy lead for Learning and Teaching development.
- xi) Co-ordinate the Freshers Magazine with the GM and appropriate Association staff.
- xii) Develop and increase participation in all student volunteer groups and provide adequate support for these groups.
- xiii) Manage and work within the Student Development budget, including overseeing volunteer group budgets and ensure it is used efficiently and effectively, reporting back to the Executive Committee monthly.
- xiv) Promote, recruit members and develop engagement in CSP.

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- xv) Organise the induction and training for the incoming Vice President Student Development in conjunction with the GM and other appropriate Association Staff.
- xvi) Ensures that appropriate training on Association policy is given to all Student Development volunteer groups.
- xvii) Oversee, update, develop and promote the Association's website in conjunction with appropriate Association staff.
- xviii) Organise and co-ordinate the Freebie Fayre in conjunction with appropriate Association staff.
- xix) Organise and Co-ordinate the Student Leaders Award Ceremony.
- xx) Manage and organise Association education campaigns.
- xxi) This is a full time, sabbatical position and will be remunerated accordingly.

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What does the Vice President Support and Advice do?

The Vice President Support and Advice provides a policy lead in all areas concerning student welfare, Nightline, equality & diversity, fundraising, as well as general support and advice.

Remit:

- i) Is a full member of the CSP, Executive Committee, Student Development Policy Group, and Welfare Policy Group;
- ii) Brings issues of concern, which arise in the student population, to the attention of the appropriate University personnel and by representing students' concerns plays a role in their resolution;
- iii) Within the University sits on all appropriate Committees in Responsible for reporting back from these Committees and all other bodies attended to the CSP and the Association.
- iv) Within the Association is an ex-officio member with voting rights of all Standing Committees of the CSP, with exception of the Liberation Groups.
- v) Liaise with, and promote as appropriate, all University advice-giving agencies and external agencies;
- vi) Promotes the various Welfare services of the Association;
- vii) To assist students seeking help with Welfare enquiries, and to ensure adequate service provision in the university and the Association;
- viii) Ensure confidentiality is maintained in the work of the Welfare Office;
- ix) Prioritise campaigns with the Welfare Policy Group and oversee the running of welfare campaigns and the dissemination of welfare and other appropriate literature to the general student body;
- x) Help recruit, organise, train and manage a welfare volunteer team in conjunction with appropriate Association staff.
- xi) Have the policy lead in all matters relating to Nightline and help to recruit, organise, train and manage nightline volunteer team in conjunction with association staff and by liaising with partner organisations where appropriate;
- xii) Manage and work within the Welfare budget and ensure that it is used efficiently and effectively, reporting back to the Executive Committee monthly on the budgets.
- xiii) Oversee the Hardship Fund and ensure accurate records are kept;
- xiv) Represent the Association on external Welfare Committees;
- xv) Ensure, with appropriate Association staff, that all complaints received about Equal Opportunities are dealt with in an appropriate manner.

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- xvi) Organise the induction and training for the incoming VPSA in conjunction with the GM and other appropriate Association staff;
- xvii) Ensure that appropriate training on GCUSA policy is given to all welfare volunteer groups.
- xviii) Organise and co-ordinate the annual Wellbeing Fair
- xix) Have overall responsibility for all fundraising activities by ensuring training is provided for all fundraising volunteers and a total is kept of all funds raised.
- xx) This is a full time, sabbatical position and will be remunerated accordingly.

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What does the Vice President Sports and Societies do?

The Vice President Sports and Societies co-ordinates and provides policy lead for all sporting and non-sporting clubs and societies. This position is open only to those students who are registered members of a sports club or a society when nominations open.

Remit:

- i) Has policy lead of affiliated sporting, non-sporting clubs and societies and for representing their views to the Executive Committee.
- ii) Is a full member of the Caledonian Student Parliament, Executive Committee, Volunteering Policy Group, Sports Policy Group, Societies Policy Group.
- iii) Within the University sits on all appropriate Committees. Responsible for reporting back from these Committees and all other bodies attended to the CSP and the Association.
- iv) Within the Association is an ex-officio member with voting rights of all Standing Committees of the CSP, with exception of the Liberation Groups.
- v) To liaise with appropriate Association staff to ensure the day to day running of the sporting and non-sporting clubs and societies.
- vi) Is an ex officio member with voting rights of all sports clubs and societies affiliated to the Association.
- vii) Represents the Association at all relevant National Student bodies, including sporting and non-sporting.
- viii) Manage and work within the sports clubs and societies budget and ensure the budget is used efficiently and effectively, reporting back to the Executive Committee monthly.
- ix) Promote, recruit to and develop the Give it a Go programme in conjunction with the Executive Committee and Association Staff.
- x) Ensure that adequate health and safety procedures are in place and that an annual inventory of sporting and non-sporting equipment is carried out and that the equipment is maintained at a safe standard and reported back to the Executive Committee.
- xi) Make sure that Sports Clubs and Societies budgets are strictly adhered to and that regular reports are prepared for Executive Committee and CSP.
- xii) To ensure that the sports policy, societies policy and transport policy are followed and adhered to at all times.
- xiii) Encourage a high level of participation in sporting and non-sporting clubs and societies throughout the University.

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- xiv) Ensure that those who are running clubs and societies receive the information, support and training that they need to run effectively, in conjunction with appropriate Association staff.
- xv) Ensure that proper authorisation is given for the payment of all invoices, cash transactions and withdrawals by Sports Clubs and Societies and that records are kept in line with Financial Procedures.
- xvi) To ensure that the Sports Policy Group and the Societies Policy Group operate within the objectives of Association policy.
- xvii) Organise and co-ordinate the Annual Sports Ball.
- xviii) Organise and co-ordinate the Getting Involved Freshers Fayre, in conjunction with appropriate Association staff.
- xix) Organise the induction and training for the incoming Vice President Sports and Societies in conjunction with the GM and other appropriate Association staff.
- xx) Ensure that appropriate training on Association policy is given to all Sports and Societies volunteer groups.
- xxi) This is a full time, sabbatical position and will be remunerated accordingly.

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What does the Campaigns Officer do?

The Campaigns Officer has responsibility for organising and co-ordinating campaigns run by the Association.

Remit:

- i) Is responsible for the management and control of the Campaigns budget and to ensure that it is used efficiently and effectively, reports back to the Executive Committee monthly
- ii) Responsible for organising and co-ordinating campaigns of the Association as agreed by CSP or the Executive Committee;
- iii) Liaises with the Executive Committee to ensure that campaigns do not adversely affect other campaigns run by the Association
- iv) Report and liaise on initiatives for campaigns to the CSP and the Executive Committee;
- v) Supports and liaises with other elected student representatives in the production and dissemination of campaigning materials and publicity;
- vi) Is a full member of the CSP, the Executive Committee and Welfare Policy Group;
- vii) Co-ordinates and organises at least 4 high profile student focused campaigns each year;
- viii) Ensures that NUS campaigns are communicated to the Executive Committee and that the Executive Committee are kept updated.

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What does the Communications Officer do?

The Communications Officer is required to ensure that effective communications are maintained within the Association and to the student body and that all forms of student media and publicity are utilised in an efficient and effective manner.

Remit:

- i) Ensures that arrangements are made for the distribution of all publicity materials and that information is circulated widely;
- ii) Is a full member of the CSP, Executive Committee, Magazine Editorial Team (Observer) and Radio Station Management Team (Observer);
- iii) Ensures that all media and publicity complies with the agreed policies and procedures of the Association;
- iv) Liaises with staff responsible for the design and production of Association publications and website and reports back to Executive Committee.
- v) Responsible for all official Association notice boards.
- vi) Responsible for ensuring the development of the Association website, social networking and its use in communicating with the membership.
- vii) Liaises with the Executive Committee to ensure that the content of the Associations' website is regularly updated and monitored.
- viii) Responsible for co-ordination of the bi-monthly electronic Association newsletters.
- ix) Responsible for the co-ordination of communications from the Exec through the Student Magazine and the Student Radio Station;
- x) Responsible for developing the brand management of the Association, in conjunction with the Executive Committee.
- xi) Works in conjunction with the University to ensure information about Association activities and services are communicated to students.
- xii) Ensure that a Communication and Marketing Strategy is in place and be responsible for ensuring that the Association is promoted effectively.

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What does the International Students' Officer do?

The International Students' Officer is required to ensure that International Students are represented within the Association and externally. The International Students' Officer must be registered by the University as an International Student. The International Students' Officer will be elected by students who are registered with International status.

Remit:

- i) The International Students' Officer is responsible for presenting the views of international students to the CSP, the Executive Committee, the University and appropriate external bodies.
- ii) Is a full member of the CSP, Executive Committee, the Welfare Policy Group and the International Students' Group (Chair).
- iii) Liaises with the Executive Committee and NUS International Students' Campaign with regards to updating and implementing of Association policy.
- iv) Responsible for the dissemination of all information regarding International Students' issues to international students.
- v) Identify and raise issues that affect International Students' and campaign for necessary/appropriate action.
- vi) Ensures that awareness of campaigns and relevant topics affecting International Students' is of a high priority and promoted throughout the Association.
- vii) Organises and supports an International Students' group to discuss issues affecting international students and feedback discussions into the Executive Committee.
- viii) Liaise with the various International Student societies and groups on campus about their activities and events.
- ix) Encourage participation in the Association by International Students and promote a positive image of the Association to International Students.
- x) Ensures that appropriate training on Association policy is given to all International Students' volunteer groups.

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What does the Lesbian Gay Bisexual and Trans (LGBT) Officer do?

The LGBT Officer is required to ensure that LGBT students are represented within the Association and externally. The LGBT Officer must self define as either Lesbian, Gay, Bisexual or Trans. The LGBT Officer will be elected by students who define as LGBT through an open meeting at which the Returning Officer is present.

Remit:

- i) Responsible for presenting the views of lesbian, gay, bisexual and trans students to the CSP, the Executive Committee, the University and appropriate external bodies.
- ii) Is a full member of the CSP, Executive Committee, Welfare Policy Group and LGBT Group (Chair).
- iii) Liaises with the Executive Committee and NUS LGBT Campaign with regards to updating and implementation of Association Policy.
- iv) Responsible for the dissemination of all information on LGBT issues to the LGBT students.
- v) Identify and raise issues that affect LGBT students and campaign for necessary/appropriate action.
- vi) Ensures that awareness of campaigns and relevant topics affecting LGBT students is of a high priority and promoted throughout the Students Association.
- vii) Organises and supports a LGBT group to discuss issues affecting LGBT students and feedback discussions into the Executive Committee.
- viii) Liaise with all LGBT societies and groups on campus about their activities and events.
- ix) Encourage participation in the Association by LGBT students and promote a positive image of the Association to LGBT students.
- x) Ensure that appropriate training on Association policy is given to all LGBT volunteer groups.

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What does the Women's Officer do?

The Women's Officer is required to ensure that women students are represented within the Association and externally. The Women's Officer must be a female student. The Women's Officer will be elected by other female students only.

Remit:

- i) Responsible for presenting the views of women students to the CSP, the Executive Committee, the University and appropriate external bodies ;
- ii) Is a full member of the CSP, Executive Committee, Welfare Policy Group and the Women's Group (Chair)
- iii) Liaises with the Executive Committee and NUS Women's Campaign with regards to updating and implementation of Association Policy
- iv) Responsible for the dissemination of all information on women's issues to the women students;
- v) Identify and raise issues that affect female students and campaign for necessary/appropriate action
- vi) Ensures that awareness of campaigns and relevant topics affecting women students is of a high priority and promoted throughout the Association;
- vii) Organises and supports the women's committee to discuss issues affecting women students and feedback discussions into the Executive Committee;
- viii) Encourage participation in the Association by female students and promote a positive image of the Association to female students;
- ix) Ensure that appropriate training on Association policy is given to all women volunteer groups.