

Glasgow Caledonian University Students' Association

Executive Committee & Trustee Board Elections 2012

Role Description – Vice President Activities

The Vice President Activities is responsible for ensuring that there is a high level of participation from GCU students in sports, societies, media and events to ensure an outstanding GCU student experience.

The Vice President Activities is a member of the **Executive Committee** and of the **Trustee Board**. As such, the Vice President Activities also has all of the responsibilities shared by members of those groups.

The Vice President Activities is a **Sabbatical Officer** position and is therefore a paid, full time position. Sabbatical Officers are currently paid an annual salary of £16,121.

The duties of the Vice President Activities are as follows:

- 1) To ensure the effective and legitimate representation of GCU students to the university and externally on student activities.
- 2) To ensure the current and future needs of GCU students are met through a balance of representative work and market research and have responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running involvement or active lifestyle campaigns where students needs have been identified.
- 3) To ensure that the Students' Association remains membership focused, is outcome focused and makes a positive difference to the lives of its members. The Vice President Activities on is the sabbatical lead on the Welcome Weeks (including Freshers Week), Active Lifestyles Programme, sports, societies, media and events programme.
- 4) To ensure the Students' Association has strong connections with our members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association. The Vice President Activities is the sabbatical lead on the Sports Ball and STAR Awards.
- 5) The Vice President Activities is the Chair of the Sports Policy Group, Societies Policy Group and Welcome Week Group. The Vice President Activities is also a member of the Radio and Magazine Groups.
- 6) To have effective relationships with the GCU Academic Schools, Facilities Management, ARC, Alumni, Conference and Events, Health and Safety.

- 7) By virtue of being elected to this office, the Vice President Activities is a trustee of the Students' Association and sits on the Trustee Board.
- 8) This is a full time, sabbatical position and will be remunerated accordingly.

The duties of all members of the Executive Committee are as follows:

- 1) The term of office for the Executive Committee is the first Monday in the third week in June until the last Friday in second week in June annually.
- 2) The Executive Committee will meet at least four times during Trimester 1, 2 and 3.
- 3) Executive Committee members should be effective leaders of students and ensure that the Students' Association meets its Mission, Vision and Values and Strategic Plan and that the student experience is enhanced at GCU.
- 4) Executive Committee members should communicate outcomes to relevant stakeholders and to be accountable to GCU students for decisions made.
- 5) The Executive Committee should carry out duties in accordance with Students' Association policy and procedures, ensuring adherence to the staff student protocol and equality and diversity policy.
- 6) For the month of June all officers-elect will be invited to attend as observers and for the month of July all immediate past officers will be invited to attend the Executive Committee as observers.
- 7) The General Manager will work with the Executive Committee to ensure a suitable induction, training and ongoing support is in place for officers.

The duties of all members of the Trustee Board are as follows:

- 1) Has ultimate responsibility for setting the strategic direction of the Students' Association, ensuring it is solvent, well-run, meets its mission, vision and values and delivers its charitable purposes
- 2) Must ensure that the Students' Association complies with its Constitution, the Education Act 1994, University Code of Practice and relevant charity law.
- 3) Must maintain and regularly review the Students' Association internal controls, performance reporting, policies and procedures
- 4) Must act prudently to protect the assets and property of the Students' Association, and ensure that they are only used to deliver the purposes of the charity
- 5) Must regularly review the risks to which the Students' Association is subject, and take action to mitigate risks identified

- 6) Must uphold and apply the principles of equality and diversity, and that the Students' Association is fair and open to all sections of the membership in all its activities

If you have any further questions about the role of the Vice President Activities please contact the Deputy Returning Officer, Kevin Ward, at kevin.ward@gcu.ac.uk.