

## **Bye-Law 3**

### **OFFICERS AND REPS**

Purpose: The purpose of this bye-law is to outline the responsibilities of the representative roles which make up the Executive Committee. The members of the Executive Committee are the officers and faculty representatives.

#### **1. Officers**

##### **1.1 Roles**

1.1.1 There shall be *up to* six officers whose posts, in accordance with the Articles of Association, fulfil the roles of 'major union office holders'. The current structure is comprised of five roles which shall be titled:

- 1.1.1.1 President
- 1.1.1.2 Education Officer
- 1.1.1.3 Welfare and Liberation Officer
- 1.1.1.4 International and PGR Officer
- 1.1.1.5 Activities and Opportunities Officer

1.1.2 There shall additionally be campus-based officers to include

- 1.1.2.1 A Peterborough officer
- 1.1.2.2 A London officer
- 1.1.2.3 A Writtle officer

1.1.3 A Deputy President shall be nominated by the Executive Committee from the full-time officer team. The role of Deputy President shall be to cover the responsibilities of the role of President in their absence. For the avoidance of doubt, this does not include the role of Chair of the Trustee Board.

#### **1.2 Terms of office**

- 1.2.1 The term of office of the officers shall be from the 1 July to the 30 June the following year. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. There will be a handover period of at least one week.
- 1.2.2 The officers shall be remunerated in line with their terms and conditions of service.
- 1.2.3 The officers shall be remunerated on a monthly basis by BACS in accordance with their terms and conditions of employment.

## **2 Responsibilities**

2.1 The duties of all major union office holders are to:

- 2.1.1 act as an Officer Trustee and member of the Board of Trustees with ultimate responsibility for directing the affairs of the Union

#### **2.2 The responsibilities of the President are to:**

- 2.2.1 chair the Executive Committee

- 2.2.2 provide day-to-day support for the officer team, championing accountability and communication;
- 2.2.3 act as the primary spokesperson and figurehead for the Union to the University;
- 2.2.4 Chair the Board of Trustees with line management responsibility for the Chief Executive;
- 2.2.5 represent the Union at the annual National Union of Students National Conference or equivalent of affiliated national associations;
- 2.2.6 lead on significant campaigns and projects, working closely with the Chief Executive and fulfil any other appropriate needs of the Union that are not covered by another officer;
- 2.2.7 act as the Student Governor on the University's Board of Governors and relevant sub- committees; and
- 2.2.8 act as the main point of contact with the National Union of Students.

### **2.3 The responsibilities of all officers are to:**

- 2.3.1 act as a member of the Executive Committee in line with the responsibilities laid out in Bye-Law 6, section 3.1;
- 2.3.2 lead priority campaigns to promote change for the benefit of students and support all campaigns organised by the Union;
- 2.3.3 hold regular meetings with relevant members of the Vice Chancellor's Group and Corporate Management Team and attend other meetings with the University appropriate to the role; and
- 2.3.4 work such hours and in locations required to satisfy the duties of the post to maximise benefit to students.
- 2.3.5 act as the lead representative for an area of student interest;
- 2.3.6 chair regular student feedback forums to gather views, opinions, ideas and feedback;
- 2.3.7 implement ideas and projects to improve the experience of students within their respective area of student interest;
- 2.3.8 lead and support all elected representatives and volunteers within their area of student interest and Union;
- 2.3.9 provide effective representation and prioritise the wider development of representation within the University;
- 2.3.10 prepare for and attend University meetings on which they are a member;

### **3 Faculty Reps**

- 3.1 There shall be faculty representatives as agreed by the Executive Committee and Trustee Board.

#### **3.2 Terms of office**

- 3.2.1 The term of office for a Faculty Rep shall be from their election in Trimester 1 until 31 August the following year.

The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end.

- 3.2.2 The Term of Office for a Faculty Rep will be terminated before the next balloting period if they are no longer registered as a student.

### **3.3 Responsibilities**

- 3.3.1 The responsibilities of all Faculty Reps are to:

- 3.3.1.1 act as a member of the Executive Committee in line with the responsibilities laid out in Bye-Law 6, section 3.1;
- 3.3.1.2 support all campaigns organised by the Union;
- 3.3.1.3 attend and support a regular Faculty Forum to gather views, opinions, ideas and feedback;
- 3.3.1.4 implement ideas and projects to improve the experience of students within the faculty or faculties;
- 3.3.1.5 provide effective academic representation;
- 3.3.1.6 prepare for Faculty and University committees of which they are a member.

## **4 NUS National Conference Delegates**

- 4.1 There will be an annual election of NUS National Conference Delegates held in accordance with the rules and regulations set out by NUS.
- 4.2 The sole responsibility of all National Conferences Delegates shall be to represent the Union at the annual National Union of Students National Conference.