

Appendix C: Executive Committee Officers: Role and Responsibilities

Paper – Executive Committee Officers: Role and Responsibilities

Owned by: Student Senate

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Overview

This paper outlines the roles and responsibilities of the Executive Committee Officers. Bye-law 1 outlines an Executive Officer team comprised of 8 voting members comprised of:

3 x Sabbatical Officers (Officer Trustees):

President

Vice President, Education & Welfare

Vice President, Activities

5 x Student Officers.

Bye-law 1 also outlines the shared duties and responsibilities of the Executive Committee. This paper outlines the individual portfolios of the Sabbatical Officers and the chosen areas of interest of the Student Officers.

Portfolio: Sabbatical Officers (Officer Trustees)

1. The President shall:

- a) Be the Officer Trustee with overall responsibility for the Services Zone; Ensure student voice and feedback are sought and acted upon in all areas of the Services Zone.
- b) Be the prime representative of the Student Union; Be the official spokesperson of the Union to the media and other external bodies.
- c) Chair numerous meetings including, the Union's Trustee Board, Executive Committee, Student Senate, Appointments Committee, Finance & Human Resources Committee, Health & Safety Committee; Be a member of relevant University academic committees and any other bodies established by the University which have a bearing on students.
- d) Be a Student Governor on the University's Board of Governors and attend Board meetings, and report back to the Student Union.
- h) Meet with the University's Senior Management Team (SMT) regularly, and report back to the Student Union.

- e) Lead delegations to conferences and meetings with external bodies.
- f) Liaise with the National Union of Students (NUS) and regional staff.
- g) Supervise the Senior Manager of the Student Union.
- i) Encourage students to join and get involved in all aspects of the Student Union.
- j) Whenever possible, ensure the Student Union works as a motivated team and encourage Executive Committee members to work to the best of their ability.
- k) In conjunction, with the Senior Manager of the Union, draft the Student Union annual budget, and monitor expenditure alongside the Union's Trustees
- l) Ensure that Union accounts are audited annually, and that these are presented to members and University Board of Governors for information.
- m) Be pro-actively involved in campaigning on a local and national level on issues specific to Winchester Student Union and its members.
- n) Lead on the Union's work to represent all student demographic groups ensuring the equality, diversity and accessibility of the Union; Liaise with the University and ensure an input into the development, monitoring and review of the University's equal opportunity procedures.
- o) Be aware of the political landscape of the Higher Education sector.
- p) Be responsible for recognising Union achievements and developments and celebrating these to our membership, stakeholders and the wider community.
- q) Seek to improve the standing of the Union and its members in the wider community; Serve as a community liaison in matters of community relations.
- r) Be responsible for organising and monitoring student representation on all University and Union meeting groups, including Student Senate and Student Academic Council.
- s) Ensure that the democratic and representational structures of the Union are fit for purpose and upheld.
- t) Be responsible for ensuring feedback to the Executive Committee on all money-making activities of the Union.
- v) Alongside the relevant Union staff members, ensure that budgets for commercial activity are regularly reviewed and that any matters of significant impact are relayed to the Trustees.
- w) Support all Sabbatical Officers and Student Officers in delivering their portfolios across the academic year.

- x) Represent student views on housing issues; establish and maintain regular contact with student housing providers.
- y) Coordinate Welcome activities for members, including the recruitment and training of Freshers Crew.

2. The Vice President, Education & Welfare shall:

- a) Be the Officer Trustee with overall responsibility for the Education Zone and Welfare Zone; Ensure student voice and feedback are sought and acted upon in all areas of the Education and Welfare Zones.
- b) Deputise for the President's portfolio in their absence.
- c) The Sabbatical Officer with responsibility for all Student Academic Representatives (StARs), including promoting, developing and delivering elections and training of StARs, maintaining regular contact with StARs, Programme Leaders and Programme Administrators.
- d) Read and review minutes of Student-Staff Liaison Committees (SSLCs) to identify recurring themes across the student body; develop campaigns based around common issues and work with relevant staff to promote major changes due to StARs' work in SSLCs
- e) Liaise with relevant University management, including Student Services and First Deputy Vice Chancellor; Have a good working relationship with relevant University staff and ensure student opinion is listened to and considered at every level.
- f) Action students' concerns, aspirations and problems in relation to the University's education and welfare provision and regularly raise these issues with the University.
- g) Work closely with the Student Union Advisor to oversee provision of the Advice Centre, working on campaigns based on common issues facing the student body as identified by the Student Union Advisor.
- h) Work closely with the Student Union Advisor to support students with group complaints, ensuring students are adequately represented
- i) Liaise with the University of the Creation, monitoring and review of the Student Charter and any regulations governing the academic conduct of students.
- j) Be a member of academic committee meetings and any other bodies established by the University which have a bearing on the education and/or welfare of students.
- k) Co-ordinate the Union's work in relation to the University's quality assurance process.

- l) Keep up to date with both education and welfare developments in the Higher Education sector to ensure a contemporary knowledge specific to these areas.
- m) Be responsible for actively campaigning on a local and national level on academic or welfare issues specific to Winchester Student Union
- o) Attend any relevant training/briefing days for matters of welfare and support providing.
- p) Take a lead on the Union's environment and sustainability work including Green Impact, Responsible Futures, Go Green Week and any other relevant programmes and campaigns.
- q) Coordinate Initiatives to promote student wellbeing, such as Student Recharge Days, University Mental Health Day, and Student Union welfare campaigns
- r) Coordinate the Student Fellows Scheme in partnership with the University

3. The Vice President, Activities shall:

- a) Be the Officer Trustee with overall responsibility for the Activities Zone; Ensure student voice and feedback are sought and acted upon in all areas of the Activities Zone.
- b) Publicise and promote the Union's sports teams, societies, representational networks ('activity groups') and other extra-curricular opportunities run by the Union, and communicate benefits of participation.
- c) Be responsible for all activity groups that are formed in accordance with the relevant schedules outlined in the Constitution and Bye-laws.
- e) Monitor the activities of all activity groups, ensuring their compliance to Bye-law 4, Health & Safety legislation, and Union policy and guidelines.
- d) Be responsible for the allocation of grants to activity groups.
- f) Submit reports to the Executive Committee on the funding and activities of activity groups.
- g) Issue guidance and advice to activity group committees on organisational, promotional and financial matters.
- h) Actively encourage and support students to set up new activity groups, submitting new activity group proposals to the Executive Committee for approval
- i) Act in the capacity of Returning Officer for all relevant activity group elections; ensure such elections are promoted and undertaken under relevant Union regulation.
- j) Ensure activity groups have the opportunity for a profile at all student induction events, including Freshers Fayre and Refreshers Fayre

- k) Be available to assist activity groups in their internal administration, adherence to Bye-law 4 and with external bodies, where necessary.
- l) Develop opportunities for all students in the Activities Zone; developing initiatives, campaigns and activities to help our members be distinctive.
- m) Be responsible for ensuring activity group committees and leaders have access to relevant training and resources.
- n) Seek to increase both opportunities for, and participation in, volunteering and community action projects for students.
- o) Support the ongoing developments of the Raising And Giving (RAG) society and any activity group fundraising activity; ensure all activity groups are aware of their responsibilities to prevent ultra vires fundraising.
- p) Forge strong relationships with the University's volunteering coordinators and external volunteering organisations to ensure opportunities are promoted adequately to our members.
- q) Promote the benefits of participation in extra-curricular activities, particularly in regard to personal development and graduate employability.
- r) Be the Trustee responsible for Union vehicles; Coordinate the Union's 'Safety Bus' scheme including the recruitment, training and retention of volunteer drivers.

Shared Duties

All Sabbatical Officers will have a shared responsibility to:

- a) Promote engagement in all aspects of the Student Union.
- b) Be a Trustee of the Union; As a Trustee, ensure good governance. Ensure strong financial sustainability, strategy and decision making.
- c) Be a signatory of the organisation.
- d) Celebrate and promote the successes of the Union and its members.
- e) Be named within policy (Union University) and act in accordance with such responsibility.
- f) Ensure that the views and opinions of students from underrepresented groups are reflected throughout the Student Union's work.
- g) Be an employee of Winchester Student Union and work within all relevant terms and conditions of employment

Student Officers

Alongside the elections for Sabbatical Officers, Winchester Student Union will hold cross-campus ballot elections for five Student Officers. These officers are elected to represent students and will have no pre-labelled portfolio, with their core shared responsibilities outlined by Bye-law 1.

Once elected, the Executive Committee will discuss and propose areas of interest for each Student Officer to lead on, ensuring that all areas and all students are represented. This shall be done at an appropriate time before Semester One begins. Areas which Student Officers may wish to take the lead on include, but are not limited to, the following;

Education Zone	Welfare Zone	Activities Zone	Services Zone
Education <i>(Vice President, Education & Welfare)</i>	Welfare/Wellbeing <i>(Vice President, Education & Welfare)</i>	Sports Teams Development <i>(Vice President, Activities)</i>	Events/Entertainment <i>(President)</i>
Student Academic Representation (StARs) <i>(Vice President, Education & Welfare)</i>	Advice Centre <i>(Vice President, Education & Welfare)</i>	Societies Development <i>(Vice President, Activities)</i>	Bar / Services <i>(President)</i>
Environmental & Sustainability <i>(Vice President, Education & Welfare)</i>	Equality & Diversity <i>(President)</i>	Representational Networks Development <i>(Vice President, Activities)</i>	Community Relations <i>(President)</i>
Student Demographic Representation* <i>(President)</i>	Housing <i>(President)</i>	Volunteering & Community Action <i>(Vice President, Activities)</i>	Celebrating Success (Communications) <i>(President)</i>

(Sabbatical Officer with Zone responsibility noted in parenthesis.)

* Student Demographic Representation includes (but is not limited to): Mature Students, Part-Time Students, International Students, Commuting Students, Students who are Parents, Students who are Carers, BAME Students, LBGTQPIA+ Students, Disabled Students, Students who are Care Leavers, Estranged Students, Students who are Asylum Seekers