

Paper – Executive Officers: Role and Responsibilities

Owned by: Student Senate

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Overview

This paper outlines the roles and responsibilities of the executive committee. Bye-law 1 outlines an officer make-up totally no more than 8 voting members who are either;

The Officer Trustees:

Union President

Vice President, Education & Welfare

Vice President, Activities

The Part-Time Officers (Student Officers)

The bye-law also outlines the shared duties and responsibilities of the executive committee. This policy will outline the individual portfolios of the Officer Trustees and the process of which the part-time officers will lead on representation in areas of Union work.

Portfolio

1. The President shall:

- a) Be the prime representative of the Student Union.
- b) Be a University Student Governor and attend Board of Governors meetings, and other relevant senior university committees, and report back to the Student Union.
- c) Lead delegations to conferences and meetings to external bodies.
- d) Work with the Vice President, Education & Welfare to ensure student academic queries are dealt with and feedback is relayed to the relevant staff.
- e) Liaise with the National Union of Students and regional staff.
- f) Supervise the General Manager of the Student Union.
- g) Meet the University management regularly, and report back to the Student Union.
- h) Encourage students to join and get involved in all aspects of the Student Union.

- i) Whenever possible, ensure the Student Union works as a motivated team and encourage executive committee members to work to the best of their ability.
- j) In conjunction, with the Senior Manager of the Union, draft the Student Union annual budget, and monitor expenditure alongside the Union's trustees
- k) Be a cheque signatory to the Union account.
- l) Ensure that the Student Union accounts are audited annually, and that these are presented to University Board of Governors for information.
- m) Be the official spokesperson of the Union to the media and other external bodies.
- n) To be pro-actively involved in campaigning on a local and national level on issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.
- o) Work with relevant officers to ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- p) Keep up to date with developments in the field of equal opportunities to ensure a contemporary knowledge specific to this area.
- q) Be aware of political discussions surrounding the Higher Education sector.
- r) Be responsible for recognising Union achievements and developments and celebrating these to our membership and stakeholders.
- s) Be responsible for organising and monitoring student representation on all University & Union meeting group.
- t) To ensure that the democratic and representational structures of the Union are fit for purpose and upheld.
- u) Be responsible for overseeing and giving feedback to executive committee on all money making activities of the Union.
- v) In conjunction with any relevant staff members, assist with the organisation and publicising of a variety of entertainment and other social activities to reflect the interests of all sections of the student body.
- w) Ensure student voice and opinions are sort and listened to in areas of commercial activity including, but not limited to, areas of retails, venue, entertainments and bars.
- x) 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.
- y) Alongside the relevant Union staff members ensure that Union student staff are recognised for their work-hard and the Union remains a positive environment to work in.
- z) Support all Officer Trustees and part-time officers in delivering their portfolios across the academic year.

2. The Vice President, Activities shall:

- a) Publicise the teams and societies run by the Union and encourage students to participate.
- b) Be responsible for any teams and societies that are formed in accordance with the relevant schedules outlined in the Constitution and bye-laws.
- c) Be responsible for the allocation of grants to teams and societies.
- d) Monitor the expenditure and activities of all teams and societies, ensuring their compliance to health & safety legislation, and Union policy and guidelines.
- e) Monitor the expenditure and receive reports of activity from all commercial services, ensuring their compliance to students' needs.
- f) Submit reports to the Executive Committee on the funding and activities of teams and societies.
- g) Issue guidance and advice to teams and societies' committees on organisational, promotion and financial matters.
- h) Help students to set up new teams and societies.
- i) Attend all teams and societies' elections.
- j) Ensure teams and societies have the opportunity for a profile at all student induction events.
- k) Assist teams and societies in their administration with external bodies where necessary.
- l) Develop opportunities for all students; developing initiatives, campaigns and activities to help our members be distinctive.
- m) Be responsible for ensuring team and society officials have access to relevant training and resources.
- n) Be responsible for ensuring teams and society officials are elected in accordance with Union regulation.
- o) Aim to increase student participation in Winchester Student Union volunteering & community projects.
- p) Support the on-going developments of the Raising & Giving (RAG) society and any fundraising activity.
- q) Forge strong relationships with the University's volunteering coordinators and external volunteering organisations to ensure opportunities are promoted adequately to our members.
- r) Promote all volunteering opportunities & the benefits of volunteering to all members, particularly in regards to graduate employability.

3. The Vice President, Education & Welfare shall:

- a) Deputise for the President in their absence.
- b) Be responsible for academic queries and advice for all Student Academic Representatives, maintaining regular contact with reps and department heads and administrators.
- c) Have a good working relationship with relevant University staff and ensure student opinion is listened to and considered at every level.
- d) Liaise with Departmental Heads and relevant Student Union staff on developing and maintaining a system for the election, training and the induction of responsibilities for Student Academic Representatives.
- e) Be responsible for the oversight of the role, function and suitability of the Student Academic Representative system at the University of Winchester.
- f) Promote the benefits of student academic representation to both University staff and students.
- g) Assisted by the President, deal with students' concerns, aspirations and problems in relation to education provision.
- h) Through collation of programme committee minutes and communication with Student Academic Representatives, identify and work to resolve any cross faculty common issues.
- i) Develop and maintain systems for regularly gathering student opinion on the quality of their course and the institutional provision of support services and regularly raise these findings with the University.
- j) Be the main contact for any academic appeals or matters of misconduct, have a strong knowledge of the processes involved and keep a record for future reference.
- k) Liaise with the University of the Creation, monitoring and review of the Student Charter and any regulations governing the academic conduct of students.
- l) Be a member of academic committee meetings and/or any other bodies established by the University which have a bearing on the education of students.
- m) Be aware of political discussions surrounding the Higher Education sector.
- n) Co-ordinate the Union's work in relation to the University's quality assurance process.
- o) Keep up to date with developments in the field of Higher Education to ensure a contemporary knowledge specific to this area.
- p) Be responsible for actively campaigning on a local and national level on academic issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.

- q) Establish, maintain contact and provide information from groups and organisations which work on equal opportunities issues.
- r) Liaise with the University, and ensure an input into the development monitoring and review of the University equal opportunity procedures.
- s) Maintain a detailed level of knowledge of organisations and services related to areas of equality and welfare. Ensuring an ability to refer students to the right service.
- t) Liaise with the Student Services department and, when necessary, University management.
- u) Ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- v) Campaign alongside and support International students, representing their views and interests as well as highlighting opportunities for engagement.
- w) Actively encourage mature and part-time students to get involved in the Student Union, and support their engagement with all aspects of University life.
- x) Attend any relevant training/briefing days for matters of Welfare and support providing.
- y) Keep up to date with developments in the fields of Student Welfare to ensure a contemporary knowledge specific to this area.
- z) Establish and maintain regular contact with the University's Student Housing Office in order to represent student views and housing issues.

Part-time Officers

Alongside the elections for Officer Trustees, Winchester Student Union will hold cross-campus ballot elections for five part-time officers. These officers 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 for each officer to lead on, ensuring that all students are represented. This shall be done at an appropriate time before the first Semester begins. Areas which officers may wish to take the lead in include, but are not limited to, the following;

- a) Volunteering
- b) Community Relationships
- c) Entertainments
- d) Sports and Society developments
- e) Academic Representation
- f) Student Welfare
- g) Wellbeing

- h) Equality & Diversity
- i) Ethical & Environmental
- j) Sustainability
- k) Student Demographic Representation:
 - Mature Students
 - Part-Time Students
 - International Students
 - Commuting Students
 - Students who are parents
 - Students who are carers
 - BME Students
 - Islamic Students
 - EU Students
 - LGBTQ+ Students
 - Disabled Students
- l) Housing conditions

Officer Code of Conduct

Owned by: Student Senate

The code sets out the relevant standards expected of Executive Officers in relation to procedures, standards of integrity and stewardship. It also exists to ensure a good working relationship with the University, Staff, and other officers.

Officers are reminded that if they breach this code and or policy of the Union or University they may be liable to action as outlined in the arrangements for discipline and grievance.

General

1. Officers must act in the best interests of the Union with probity, due prudence and are expected to seek staff and professional advice.
2. Officers must act in the interests of the Union and its assets to benefit current, potential and future members.
3. Officers are accountable to the organisation's stakeholders including the public for their decisions, performance and behaviour.
4. Except where legally authorised, Officers must not gain financial or other material benefit for themselves, their families or their friends from external individuals, organisations business etc. Nor must an Officer attempt to use his/her status to gain advantage within the organisation.

5. An Officer must not place him/herself under any financial or other obligation to outside individual organisations that might influence him/her in the performance of his/her official duties.
6. Officers should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff individually or collectively and should not take part in any activity which is in conflict with the objects of, or which might damage the reputation of, the organisation. They should also be mindful of postings to social networking sites.
7. Officers are there to represent students and the Union and therefore should speak collectively and pursue Union policy and practice on matters regardless of personal views.
8. Officers should consider Union members in all decision making and actions, ensuring that the Unions' activities have positive outcomes for members.

Responsibilities

1. Officers must, with the help of the General Manager and staff, formulate and review regularly the organisation's vision, values and long-term strategy as well as policies for its fulfilment.
2. Officers, with the assistance of the General Manager and appropriate professional advisers, must ensure that they, and where relevant the organisation, comply with regulatory and statutory requirements. In addition to compliance with statutory requirements, officers should have a commitment to the development and implementation of good practice.
3. Officers are entrusted with a day to day oversight/responsibility of financial matters by the trustees with the assistance of the General Manager and appropriate professional advisers
4. Officers must be familiar with and keep under regular review the rules and constitution of the organisation. Any changes must be made in accordance with constitutional and legal requirements.
5. Officers should conduct themselves in a way that is not contradictory to Union behavioural policies and/or Staff's terms and conditions, in particular their disciplinary procedures, where applicable.

Meetings

1. Officers must strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively.
2. Officers should ensure that all decisions are made in the Union's / Members best interests.
3. Officers must aim to foresee and avoid any conflict of interest. Where one arises, an Officer must at once declare the interest and absent him/herself from any discussion or vote taken on the matter by the other Officers. Any transaction under

which the Officer will benefit either directly or indirectly must have proper legal authority.

4. Confidential information or material (relating to users, beneficiaries, members, staff, commercial business, etc) provided to, or discussed at a Committee meeting must remain confidential and within the confines and must not be discussed outside the body.
5. Officers should undertake sufficient discussion with colleagues and seek appropriate information to bring to the meeting to allow for an adequate and full discussion and for reasoned decisions to be made
6. Officers should base views and decisions where possible on feedback gathered in valid methods from the membership

Staff

1. Officers must ensure there is a clear understanding of the scope of authority delegated to the General Manager and other staff.
2. Officers should be clear that they are not responsible for the line management of staff (other than where expressly noted).

Attendance

1. Minimum attendance expectations for part-time officers to be agreed annually during residential training. Attendance for full-time officers to be likewise agreed but must constitute 37.5 hours per week and represent fair availability to student members.
2. Officers are expected to keep diaries up to date including periods of leave.

Social responsibility

1. It is understood that officers will be in attendance at some social and off campus events as part of their official duties. Their role must be clear at these events and they should not drink alcohol if considered 'on duty'.
2. When officers are attending social events they should be clear about their role and not wear official Union clothing which identifies their formal position if socialising / consuming alcohol.
3. Officers should be clear about the University and Union position on socially responsible behaviour and act accordingly
4. Officers should remember that as ambassadors of the Union and University they should be mindful of actions and comments on social networking sites and not act in any way that could bring the Union or University in to disrepute.
5. Officers must remember to demonstrate confidentiality over sensitive or private issues and to avoid reputational damage to themselves or the organisation.
6. Officer should conduct their communication with a mind to the consequences of libel, slander or defamation and avoid such risk.

Expenses

1. Expenses may be claimed in accordance with Union policies.
2. Travel claims should be made in accordance with Union policy and should be by the best value means that is safe, sustainable, possible and practicable for the journey.

Dismissal and Disciplinary Procedure

1. In matters of conduct and behaviour the Union's Code of Conduct Bye Law will apply.
2. In matters of political performance Officers will be subject to the routes of accountability as outlined in the constitution and relevant Bye-laws, and the outlined routes of removal.