
BYE LAW – Part-Time Officers

Approved - TBC

1 Part-Time Officers and General Duties

1.1 The Part-Time Officers shall be

Academic Undergraduate Rep
Academic Postgraduate Rep
Clubs/Sports Rep
Engagement Rep
Entertainment Rep
International Student Rep
RAG Chair
RAG Secretary
RAG Treasurer
RAG Press and Publicity
Societies Rep

1.2 Part-Time Officers shall be elected for position from 1st July each year until and including the 30th of June the following year, though may be shortened or lengthened on a transitional basis.

1.3 In addition to other duties Part-Time Officers shall attend SU Executive Committee, representing the view of their portfolio of work.

1.4 All Part-Time Officers shall advocate and engage students in Union campaigns as set out by the SU Executive Committee and to take an active role in Union decision making as a member of the Union Executive Committee including attending All Students Meetings/SU General Meetings.

1.5 Part-Time Officers shall sit on Union appeals committees when invited.

1.6 Part-Time Officers shall make effective & appropriate use of any budgets allocated to them.

1.7 Part-Time Officers shall attend Part-Time Officer training throughout the year.

2 Role and Duties of Academic Undergraduate/ Postgraduate Rep

2.1 Champion campaigns related to Course Rep feedback and student issues to ensure that the student body's academic interests are reflected through the activities of the Union.

2.2 To work alongside the President and Vice President and wider student body on issues relating to undergraduate and post graduate students.

- 2.3 To attend appropriate University meetings, in particular University Academic Board. To attend the University specific Student Experience Committee (or equivalent forum) and other Departmental level committees, such as Boards of Studies, as requested.
- 2.4 To actively use the network of Course Reps to encourage a two-way dialogue with the Union and University including collecting feedback and encouraging engagement in University and Union consultations.
- 2.5 To offer practical support and advice to Course Reps at a local level (e.g. regular surgeries) and to liaise with them as needed in relation to matters arising at Student-Staff Liaison Committees.

3 Roles and Duties of Sports Rep

- 3.1 To act as the recognised spokesperson on issues relevant to Sports Clubs to the SU Executive Committee:
- 3.2 To attend appropriate University meetings
- 3.3 To provide feedback on various aspects of the University and the student experience both to the University and to the student body relevant to sports clubs.
- 3.4 To encourage participation among the student body in sports clubs, to advance the educational development of students through activities and campaign work.
- 3.5 To work with the relevant Sabbatical Officers to receive support in delivering their duties.

4 Roles and Duties of Engagement Rep

- 4.1 To act as the recognised spokesperson for students from liberation groups, and minority backgrounds and represent their needs and opinions to the SU Executive, the Union and University.
- 4.2 To attend appropriate University meetings
- 4.3 To provide feedback on various aspects of the University and the student experience both to the University and to the student body relevant to underrepresented groups/liberation groups.
- 4.4 To encourage participation among these students in the work of the Union and the life of the University.
- 4.5 To actively ensure the Union and University policies protect the rights of and promote the involvement of liberation, and underrepresented groups in the Union; and to identify any short comings when Equal Opportunities are not being implemented.

5 Roles and Duties of Entertainment Rep

- 5.1 To act as the recognised spokesperson on issues relevant to students of the SU commercial facilities to the SU Executive Committee:
- 5.2 To attend appropriate University meetings

- 5.3 To provide feedback on various aspects of the University and the student experience both to the University and to the student body relevant to users of SU commercial units.
- 5.4 To encourage participation among the student body in the SU commercial units, to advance the educational development of students through activities and campaign work to encourage safety/awareness campaigns throughout the student body.
- 5.5 To work with the relevant Sabbatical Officers to receive support in delivering their duties.

6 Roles and Duties International Rep

- 6.1 To act as the recognised spokesperson for international students, champion campaigns related to international students, and student issues to ensure that international students' interests are reflected through the activities of the Union.
- 6.2 To attend appropriate University meetings
- 6.3 To provide feedback on various aspects of the University and the student experience both to the University and to the student body relevant for international students.
- 6.4 To encourage participation among these students in the work of the Union and the life of the University.
- 6.5 To facilitate a forum for international students to feed into the work of the Students' Union. To convene projects, events, campaigns and other activities relevant to these students alongside the Vice President.

7 Roles and Duties RAG Chair

- 7.1 To act as the recognised spokesperson for members of the RAG Committee.
- 7.2 To attend appropriate Union meetings.
- 7.3 To attend monthly SU Executive meetings and when invited, report on RAG's progress.
- 7.4 Schedule RAG committee meetings and ensure that all committee members, and the Vice President are invited.

8 Roles and Duties RAG Secretary

- 8.1 To take on the secretarial role of RAG, and work closely with the RAG Chair.
- 8.2 To attend appropriate Union meetings.
- 8.3 To attend monthly SU Executive meetings and when invited, report on RAG's progress.
- 8.4 Schedule RAG committee meetings and ensure that all committee members, and the Vice President are invited alongside the RAG Chair.
- 8.5 Support and attend all RAG events.
- 8.6 Take and publish minutes at RAG Committee meetings.

9 Roles and Duties RAG Treasurer

- 9.1 To take on the financial role of coordinating RAG, and work closely with the RAG Chair.
- 9.2 To attend appropriate Union meetings.
- 9.3 To attend monthly SU Executive meetings and when invited, report on RAG's progress.
- 9.4 To keep track of all money raised, and donated to RAG, keeping control of the RAG budget, RAG Fund, and RAG undistributed funds.
- 9.5 Set budgets for different projects and RAG events such as RAG week for the rest of the committee.
- 9.6 Ensure that the money is paid correctly into the RAG Fund and Undistributed funds and distributed correctly at the end of the year.
- 9.7 Support and attend all RAG events.

10 Roles and Duties RAG Press and Publicity

- 10.1 To take on the marketing role of coordinating RAG, and work closely with the RAG Chair.
- 10.2 To attend appropriate Union meetings.
- 10.3 To attend monthly SU Executive meetings and when invited, report on RAG's progress.
- 10.4 In charge of designing and creating marketing material for individual RAG events.
- 10.5 Advertise events, achievements and progress of RAG and encourage people to get involved.
- 10.6 Support and attend all RAG events.

11 Roles and Duties of Societies Rep

- 11.1 To act as the recognised spokesperson on issues relevant to Societies to the SU Executive Committee:
- 11.2 To attend appropriate University meetings
- 11.3 To provide feedback on various aspects of the University and the student experience both to the University and to the student body relevant to SU societies.
- 11.4 To encourage participation among the student body in SU societies, to advance the educational development of students through activities and campaign work.
- 11.5 To work with the relevant Sabbatical Officers to receive support in delivering their duties.