

**BYE LAW – Part-Time Officers**

Approved - TBC

# Part-Time Officers and General Duties

* 1. The Part-Time Officers shall be

Academic Undergraduate Rep Academic Postgraduate Rep

International Rep

BAME Rep

Women’s Rep

LGBTQ+ Rep

Disabled Students Rep

Commuter Students Rep

Student Welfare Rep

Sports and Societies Rep

RAG Rep

* 1. 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.
	2. In addition to other duties Part-Time Officers shall attend SU Executive Committee, representing the view of their portfolio of work.
	3. 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.
	4. Part-Time Officers shall sit on Union appeals committees when invited.
	5. Part-Time Officers shall make effective & appropriate use of any budgets allocated to them.
	6. Part-Time Officers shall attend Part-Time Officer training throughout the year.

# Role and Duties of Academic Undergraduate/ Postgraduate Rep

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

**Roles and Responsibilities**

**Academic Undergraduate Rep**

The Academic Undergraduate Rep will 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.

As the Academic Undergraduate Rep your purpose will be to:

• Represent Course Reps

• Campaign on issues relevant to Course Reps

• Work with the President and Vice President and wider student body on issues relating to undergraduate students

• To positively contribute and address other issues relating to the wider student experience as a Students’ Union Executive member

As the Academic Undergraduate Rep, you will:

* Attend Harper Adams University Academic Board
* Represent Course Reps and Undergraduate students by gathering regular feedback
* Campaign on issues relevant to Course Reps
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Have a mini success plan so your students can hold you to account in your role and so you can map your plans for your role
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students’ Union

**Academic Postgraduate Rep**

The Academic Postgraduate Rep will 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.

As the Academic Postgraduate Rep your purpose will be to:

* Represent Course Reps
* Campaign on issues relevant to Course Reps
* Work with the President and Vice President and wider student body on issues relating to postgraduate students
* To positively contribute and address other issues relating to the wider student experience as a Students’ Union Executive member

As the Academic Postgraduate Rep, you will:

* Attend Harper Adams University Academic Board
* Represent Course Reps and postgraduate students by gathering regular feedback
* Campaign on issues relevant to Course Reps
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Have a mini success plan so your students can hold you to account in your role and so you can map your plans for your role
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students’ Union

**International**

The International Student Rep will champion campaigns related to international students and student issues to ensure that international students’ interests are reflected through the activities of the Union.

Eligibility Requirements:

• You must be registered as an International Student

• You must be a current member of Harper Adams University and a member of the Students’ Union

As the International Student Rep your purpose will be to:

* To act as a voice for international students and to lead the Students’ Union work in this area
* To facilitate a forum for international students to feed into the work of the Students’ Union
* To represent the interests of international students at a variety of meetings inside and outside the Students’ Union
* To convene projects, events, campaigns and other activities relevant to these students.
* To positively contribute and address issues relating to the wilder student experience as a Students’ Union Executive member

As the International Student Rep, you will:

* Represent students by gathering regular feedback
* Campaign on issues relevant to International students
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students’ Union

**BAME Rep**

The BAME Student Rep will champion campaigns related to BAME students and student issues to ensure that BAME students’ interests are reflected through the activities of the Union.

Eligibility Requirements:

• You must identify as a ‘Black, Asian and Minority Ethnic’ student

• You must be a current member of Harper Adams University and a member of the Students’ Union

As the BAMEl Student Rep your purpose will be to:

* To act as a voice for international and BAME students and to lead the Students’ Union work in this area
* To facilitate a forum for BAME students to feed into the work of the Students’ Union
* To represent the interests of BAME students at a variety of meetings inside and outside the Students’ Union
* To convene projects, events, campaigns and other activities relevant to these students.
* To positively contribute and address issues relating to the wilder student experience as a Students’ Union Executive member

As the BAME Student Rep, you will:

* Represent students by gathering regular feedback
* Campaign on issues relevant to BAME students
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students’ Union

**Women’s Rep**

The Women’s Rep will champion campaigns related to all women (including both cis and trans women, as well as those with complex gender identities who associate in some way with the term woman) and student and national issues to ensure that Women’s interests are reflected through the activities of the Union.

As the Women’s Rep your purpose will be to:

* To act as a voice for Women students and to lead the Students’ Union work in this area
* To facilitate a forum for Women students to feed into the work of the Students’ Union
* To represent the interests of Women students at a variety of meetings inside and outside the Students’ Union
* Lead the Union’s Women’s Network in continuing to build an engaging, dynamic, and rewarding community of women students and make sure that the Network caters to and is inclusive of all its members
* Represent the collective interests and needs of women students to decision-making bodies within the Union
* To convene projects, events, campaigns and other activities relevant to these students

As the Women’s Rep you will:

* Represent Women students by gathering regular feedback
* Campaign on issues relevant to Women students
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students Union

**LGBTQ+ Rep**

The LGBTQ+ Rep works to represent and support all members of the LGBTQ+ Community within Harper Adams University. They usually help deliver the student contribution to local Pride festivals, LGBTQ+ History Month, and attend and represent the SU. Represent the collective interests and needs of LGBQ+ students to decision-making bodies within the Union.

As the LGBTQ+ Rep your purpose will be to:

* Represent LGBTQ+ students
* Campaign on issues relevant to LGBTQ+ students
* Work with the President and Vice President and the wider student body on issues relation to LGBTQ+ students
* To positively contribute and address issues relating to the wilder student experience as a Students’ Union Executive member

As the LGBTQ+ Rep you will:

* Represent students by gathering regular feedback
* Campaign on issues relevant to LGBTQ+ students
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students’ Union

**Disabled Students Rep**

The Disabled Students Rep will champion campaigns related to Disabled Students feedback and student issues to ensure that Disabled Students interests are reflected through the activities of the Union.

As the Disabled Students Rep your purpose will be to:

* Represent disabled students
* Campaign on issues relevant to disabled students
* Work with the President and Vice President and the wider student body on issues relation to Disabled students
* To positively contribute and address issues relating to the wilder student experience as a Students’ Union Executive member

As the Disabled Students Rep, you will:

* Represent students by gathering regular feedback
* Campaign on issues relevant to Disabled students
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students’ Union

**Commuter Student Rep**

The Commuter Students Rep will champion campaigns related to commuter students’ feedback and student issues to ensure that commuter students interests are reflected through the activities of the Union.

As the Commuter Students Rep your purpose will be to:

* Represent commuter students
* Campaign on issues relevant to commuter students
* Work with the President and Vice President and the wider student body on issues relation to commuter students
* To positively contribute and address issues relating to the wilder student experience as a Students’ Union Executive member

As the Disabled Students Rep, you will:

* Represent students by gathering regular feedback
* Campaign on issues relevant to commuter students
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students’ Union

**Student Welfare Rep**

The Student Welfare Rep will champion campaigns related to the welfare of our students by gathering feedback and student issues to ensure that the welfare of students is reflected through the activities of the Union. The student welfare rep will lead on ensuring that the Union promotes members mental, physical and social wellbeing.

As the Student Welfare Rep your purpose will be to:

* Represent student welfare within the SU
* Campaign on issues relevant to student welfare
* Work with the President and Vice President and the wider student body on issues relation to student welfare
* To positively contribute and address issues relating to the wilder student experience as a Students’ Union Executive member

As the Disabled Students Rep, you will:

* Represent students by gathering regular feedback
* Campaign on issues relevant to student welfare
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the Students’ Union

**Sports & Societies Rep**

The Sports & Societies Rep will champion campaigns related to sports club and societies feedback and student issues to ensure that the membership of Sports clubs and societies issue are reflected through the activities of the Union.

As the Sports Club Rep your purpose will be to:

* Represent sports clubs and societies
* Campaign on issues relevant to sports clubs and societies
* Work with the President and Vice President and wider student body on issues relating to sports clubs and societies students
* To positively contribute and address other issues relating to the wider student experience as a Students’ Union Executive member

As the Sports Club Rep you will:

* Attend meetings with the Sports and Societies Officer
* Support the creation and integration of new clubs and societies
* Represent sports clubs and societies by gathering regular feedback from club and society execs
* Campaign on issues relevant to members
* Run events in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the students’ union

**RAG Rep**

The RAG Rep will be the ambassador for all of RAG’s activities, and ensure that where possible all activities are reflected through the activities of the Union.

As the RAG Chair your purpose will be to:

* Chair RAG meetings
* Work closely with the RAG committee
* Attend the SU Executive meetings and report on RAG’s progress
* Ensure that all committee members are fulfilling their roles successfully.
* Adhere to all HASU policies
* To positively contribute and address issues relating to the wilder student experience as a Students’ Union Executive member

As the RAG Rep you will:

* Attend meetings with the HASU Finance Officer to review activity and the RAG account
* Support the creation and development of RAG activity on campus
* Support sports clubs and societies with RAG activity
* Represent and promote the RAG chosen charities across fundraising activity
* Maintain accurate accounts for RAG and lead all on major RAG events
* Run AT LEAST one campaign or event in your time as a Rep
* To run any campaign or event spending past the relevant SU staff member
* Be part of the SU Executive WhatsApp group for organisational purposes
* Attend SU Executive Meetings
* Attend all training provided by the students’ union