
DIRECTORS

1. Overall Responsibilities

Directors

- 1.1 To be a Director of the Students' Union and fulfil all duties and responsibilities of a Director as laid out in the Memorandum and Articles of Association and relevant company and charity law.
- 1.2 To be responsible for ensuring that the Union is administered in accordance with its Memorandum and Articles of Association, the associated by-laws, and all current law as it relates to Students' Unions, charities and companies.
- 1.3 To promote the Aims and Objectives of the Union, and in particular their own areas of activity, on every campus of the University.
- 1.4 To act fairly and reasonably in the making of any decision.
- 1.5 To act in the best interests of the Union and to not seek any personal gain from the term of office.
- 1.6 To ensure that all property and investments of the Union are prudently and efficiently administered.

Student Representative

- 1.7 To work as a member of the Executive team on all campaigns of the Union as determined by the Student Council from time to time.
- 1.8 To ensure that as much time as is practical is spent at all of the various offices of the Union and campuses of the University.
- 1.9 To actively engage with students at every single campus, encouraging their participation & involvement in all Union activities.
- 1.10 To ensure all students involved in their activity areas are fully aware of the law, policies and procedures relating to their activity.
- 1.11 To report back on all activities undertaken to the Student Council and the rest of the Executive Officer team as required.

Work Responsibilities

- 1.12 To work in partnership with relevant Union staff in all areas of work.
- 1.13 To produce plans for the effective handover of duties to the incoming Executive team.
- 1.14 To devise, submit and monitor all budgets in their activity area, to ensure there are no negative variances.
- 1.15 To follow the Equality Policy of the Union representing disadvantaged and minority groups in all areas of student life, ensuring that they are able to play as full a role as they wish without fear of harassment or discrimination.

2. Activities and Sports Officer

- 2.1 To have overall responsibility for and to ensure the continuation and development of Student Activities, especially in the following areas:
 - Sports
 - Societies
 - Student Volunteering
 - Student Development
- 2.2 To ensure the Union provides opportunities for students to develop their skills and experience.
- 2.3 To ensure the development and operation of Student Activities at each campus, working with the Campus Engagement Officer as appropriate.

Sports Development

- 2.4 To be responsible for developing sporting activities within the Union.
- 2.5 To set targets, to be approved by the Student Council, for the development of sport, and in particular recreational sport, across all Birmingham City University campuses, and ensure that these targets are met.
- 2.6 To continue and support the development of intramural sport at Birmingham City University ensuring fixtures and leagues are established.
- 2.7 To support the development of individual athletes
- 2.8 To be the Union's lead officer in all matters relating to BUCS, ensuring information is taken up by the relevant officer.

Societies Development

- 2.9 To ensure new and existing student societies can develop and succeed.
- 2.10 To ensure students from all campuses have good access to joining student societies.

Student Groups

- 2.11 To be ex-officio member of Sports and Societies Council and all student groups.
- 2.12 To aid the Chairs of Sports and Societies Council in all Sports and Societies Council meetings, and monitor the work of the Sports and Societies Councils and ensure that their duties are carried out.
- 2.13 To work to ensure all students from across the University are given the opportunity to participate fully and equally in all student group activities.
- 2.14 To be responsible for ensuring that all student groups understand how to submit budget requests, follow policy on the allocation of monies and general Union policy.
- 2.15 To ensure that all relevant group members receive appropriate support and training.
- 2.16 To submit and monitor the Student Activities Budget, including the budgets of all student groups.
- 2.17 To promote and facilitate an appropriate student groups social scene within Birmingham City University.
- 2.18 To oversee any student group sponsorship deals ensuring they conform to Union policy.

Student Volunteering Projects

- 2.19 To promote and support all Student Volunteering Projects ensuring they are student led.

- 2.20 To forge good relations with community groups through and for the benefit of the Student Volunteering projects.
- 2.21 To liaise with senior University personnel on funding matters relating to these projects, as applicable.

Student Activities Development

- 2.22 To set targets, to be approved by the Student Council, for the development of Student Activities across all Birmingham City University Campuses, and ensure that these targets are met.
- 2.23 To develop student activities, links between student groups and the department as a whole.
- 2.24 To ensure that all volunteers and student group leaders receive appropriate support and training.
- 2.25 To run campaigns relevant to Student Activities and Development.

3. Campus Engagement Officer

Campus Engagement

- 3.1 To lead the Officer Team in ensuring the Union has a presence at each of the University's campuses.
- 3.2 To support the development of campus committees across the University, including chairing campus committee meetings when required.
- 3.3 To improve and develop mechanisms for students at each campus to feed their views and requirements in to the Union.
- 3.4 To run campaigns relevant to students at one or more campuses on the issues students at those campuses have raised.
- 3.5 To regularly meet with Campus Officers on their campuses and offer assistance with the campaigns and activities they wish to run.
- 3.6 To work with Campus Officers and appropriate Union staff to develop new ways for the Union to engage students at each campus, based on the different needs and wants of students at each campus.

Support for Part Time Officers

- 3.7 To take lead responsibility in offering support to all Union Part Time Officers.
- 3.8 To regularly liaise with all Part Time Officers on an individual basis to ensure they are able to carry out their duties and participate as full members of the Executive Team.
- 3.9 To work with appropriate Union staff to develop ongoing training and support opportunities for Part Time Officers.

Democracy

- 3.10 To ensure all democratic proceedings of the Union take place in accordance with the various regulations, including the following as appropriate:
- Referendums
 - General Meetings and Annual General Meetings
 - Student Council
 - Elections
- 3.11 To be the Union's Deputy Returning Officer in all elections except where a conflict of interest exists.

- 3.12 To assist the Council Chair in the organisation and running of Student Council.
- 3.13 To ensure policy passed at Council and General Meetings is distributed appropriately and acted on by whoever is responsible for that area.
- 3.14 To ensure that the Union's Constitution is up to date and available to any member that requires a copy.
- 3.15 To give assistance to Council committees when required.
- 3.16 To oversee and develop the democratic processes and structures of the Union

4. Communications Officer

Media

- 4.1 To be the Editor-in-chief of the official Union publication, Freshers publications, SCRatch Radio and the Union Web site
- 4.2 To determine, and monitor a policy for the production of all Union publications.

Marketing

- 4.3 To ensure appropriate development and implementation of the Union's visual identity.
- 4.4 To ensure suitable development of marketing plans for Union activities.
- 4.5 To ensure a co-ordinated approach to raising sponsorship is maintained.
- 4.6 To co-ordinate the advertisement and publicity of constitutional Union events to the membership
- 4.7 To assist all Executive Officers in convening campaigns, especially with regards to publicity of those campaigns
- 4.8 To ensure the advertisement and publicity of Union outlets, entertainments, events and activities.

Commercial

- 4.9 To oversee the performance of the Union's trading activity including Birmingham City Enterprise Ltd. (shops, bars, entertainment, vending and other).
- 4.10 To assist in preparing plans for the development of all commercial services.
- 4.11 To be responsible for the preparation and monitoring of Union trading & Enterprise Ltd budgets.
- 4.12 To assist in preparing the departmental plans for commercial departments and aid in the administration of these plans.
- 4.13 To oversee the marketing plans for all Union trading outlets, in particular the plans for achieving sales targets and for product range.
- 4.14 To participate in the recruitment of all Union & Enterprise Ltd trading staff, in conjunction with relevant managers.
- 4.15 To be the key student contact with NUSSL and other relevant external organisations.
- 4.16 To ensure that the Unions' Commercial services meet students' demands.
- 4.17 To be a cheque signatory

Staff

4.18 To have responsibility for all staff employment matters, including being line manager to the Union's General Manager.

5. Education and Welfare Officer

Education

- 5.1 To keep up to date with trends and developments in Higher Education.
- 5.2 To initiate research into education matters and create informed education policy and, where appropriate, to ensure all education-related policy is submitted to Student Council for approval.
- 5.3 To run education-based campaigns for students across all campuses.
- 5.4 To liaise with senior University staff as appropriate on student education issues.

Representation

- 5.5 To ensure support mechanisms exist to give individual and groups of students help and advice when needed.
- 5.6 To take up issues raised by students as social policy matters or campaigns when necessary.
- 5.7 To ensure systems are in place that allow the University Course & Faculty Representatives to succeed, including assisting in their election, providing training and supporting their work.
- 5.8 To represent the views and needs of the membership of the Union at all University Senate and ASQEC Meetings and other committees as agreed or invited.
- 5.9 To co-ordinate student officers as members of various University committees: representation panels, student complaints and disciplinary committees.

Welfare

- 5.10 To update and enforce, as necessary, the Union's Equality & Diversity policy. To monitor and develop the Union's activities in the light of this policy and ensure sufficient training is provided.
- 5.11 To run welfare-based campaigns for students across all campuses.
- 5.12 To co-ordinate the Union's various security and safety initiatives.
- 5.13 Be responsible for ensuring that welfare matters are publicised widely throughout all Birmingham City University Campuses.
- 5.14 Ensure that the Union provides up to date quality advice and representation to students across all Birmingham City University Campuses.
- 5.15 To work alongside the relevant staff to determine and monitor strategies for the development of the Advice Centre.

Other

- 5.16 To be a cheque signatory.

6. President

Team Leadership

- 6.1 To be responsible for leading the team of Directors.
 - To be the senior officer of the Union

- To assist other Directors in achieving their goals and the mission of the Union.
 - To ensure the Directors work together effectively as a team and are motivated as individuals.
 - To be the Chair of the Board of Directors of the Union; ensuring that they fulfil their responsibilities for the governance of the organisation.
 - To act as the team's spokesperson
 - To co-ordinate the team's annual priorities and plan.
- 6.2 To be responsible for ensuring all Officers are involved in campaigning and to lead major Union campaigns in conjunction with the relevant Officer or Officers.

Organisational Strategy

- 6.3 To work in partnership with the General Manager helping her/him to achieve the mission of the organisation.
- 6.4 To work in partnership with the General Manager to drive the Union's strategic planning process.

Public & Media Relations

- 6.5 To be responsible for managing external relations, both with the institution, other student organisations, the general public, trade unions and NUS both regionally and nationally.
- 6.6 To handle all media relations, submitting media releases in line with agreed policy or, where no policy exists, consulting with appropriate officers before submitting media releases.

Birmingham City University Governor and Senate

- 6.7 To represent the views and needs of the membership of the Union at all University Board of Governors and Senate Meetings and other committees as agreed or invited.

Finance duties

- 6.8 To be responsible for the Union's finances (including those of its trading subsidiaries).
- 6.9 To draw up the Annual Budget and present it to the University and within the Union.
- 6.10 To regularly monitor the budget, considering management accounts and presenting them to the Board as necessary and ensuring appropriate actions are taken to deal with adverse variances.
- 6.11 To ensure all Financial Procedures and regulations are followed by others in the Union.

Membership Matters

- 6.12 To be responsible for membership matters, including
- maintaining the Union's student discipline procedures
 - the issue and control of NUS and other id cards and
 - opted out students.

NUS Liaison

- 6.13 To be the Union's lead officer in all matters relating to NUS, ensuring information is taken up by the relevant officer.
- 6.14 To be the ex-officio delegation leader to the NUS National Conference and ensure that there is a Union presence at all other relevant NUS conferences including Zone Conferences.

6.15 Ensure that the membership are represented at all budgeted NUS conferences.

Other Duties

6.16 To be an ex-officio member of all Union committees, sub committees, clubs, societies and other Union bodies, maintaining links between them and the Directors.

6.17 To exercise deliberative and Executive powers between Directors' meetings, and account to the Directors for any decisions made.

6.18 To be a cheque signatory and responsible for signing all contracts entered into by the Union.

PART TIME OFFICERS

7. Overall Responsibilities

7.1 To promote the Aims and Objectives of the Union, and in particular their own areas of activity, on every campus of the University.

7.2 To act fairly and reasonably in the making of any decision.

7.3 To act in the best interests of the Union and to not seek any personal gain from the term of office.

7.4 To work as a member of the Executive team on all campaigns of the Union as determined by the Student Council from time to time.

7.5 To actively engage with the students they represent, encouraging their participation & involvement in all Union activities.

7.6 To follow the Equality Policy of the Union representing disadvantaged and minority groups in all areas of student life, ensuring that they are able to play as full a role as they wish without fear of harassment or discrimination.

7.7 To report back on all activities undertaken to the Student Council and the rest of the Executive Officer team as required.

8. Ethnic Minority Students' Officer

8.1 To identify issues relevant to ethnic minority students.

8.2 To canvass ethnic minority student opinion to be aware of common problems and concerns and where these exist ensure that Union Executive Committee/ Union Council are made aware of these.

8.3 To run campaigns related to ethnic minority student issues.

8.4 To ensure that the needs of ethnic minority students are reflected through the activities of the Union.

8.5 To be lead officer in all matters related to NUS Black Students Campaign.

8.6 To attend all relevant training, conferences and conventions that are relevant to the remit of this position.

9. Mature & Postgraduate Students Officer

9.1 To identify issues relevant to students who are recognised by the Union as being mature students.

- 9.2 To canvas mature student opinion in order to be aware of common problems or concerns and where these exist ensure that Union council is made aware of these.
- 9.3 To run campaigns related to mature student issues.
- 9.4 To liaise with relevant Sabbatical Officers as necessary to ensure that the social educational and welfare needs of mature students are met.
- 9.5 To ensure the needs of mature students are reflected through the activities of the Union.
- 9.6 To be the lead officer in all matters related to NUS Mature Students Campaign.
- 9.7 To attend all relevant training, conferences and conventions that are relevant to the remit of this position.

10. Ethical & Environmental Officer

- 10.1 To identify any issues specific to the environmental and ethical operations of the Union or University.
- 10.2 To run campaigns or activities relevant to these issues, in order to increase awareness and actions amongst students and the university.
- 10.3 To give support to student groups that will work to increase student involvement in campaigning and lobbying for improved ethical and environmental practices in the Union and University.
- 10.4 To ensure that all ethical and environmental policies are implemented by the Union and taken into account across all decisions made within the Union.
- 10.5 To be the lead officer in all matters related to NUS Ethical and Environmental campaigns.
- 10.6 To attend all relevant training, conferences and conventions that are relevant to the remit of this position

11. LGBT Students Officer

- 11.1 To identify issues relevant to LGBT students.
- 11.2 To canvass student opinion to be aware of common problems and concerns and, where these exist, ensure that Union Council is made aware of these.
- 11.3 To run campaigns related to LGBT student issues.
- 11.4 To liaise with the Education and Welfare Officer and Activities and Sports Officer as necessary to ensure that the social, educational and welfare needs of LGBT students are met.
- 11.5 To ensure that the needs of LGBT students are reflected through the activities of the Union.
- 11.6 To be lead officer in all matters related to the NUS LGBT Campaign.
- 11.7 To attend all relevant training, conferences and conventions that are relevant to the remit of this position.

12. International Students Officer

- 12.1 To identify issues relevant to international students.
- 12.2 To canvass international student opinion to be aware of common problems and concerns and where these exist ensure that Union Executive Committee/ Union Council are made aware of these.

- 12.3 To run campaigns related to international student issues.
- 12.4 To ensure that the needs of international students are reflected through the activities of the Union.
- 12.5 To be lead officer in all matters related to NUS International Students Campaign.
- 12.6 To attend all relevant training, conferences and conventions that are relevant to the remit of this position.