

Birmingham City Students' Union

EXECUTIVE OFFICER PROTOCOL

Being an Executive Officer of the Union of holds a large amount of responsibility and it is essential that this protocol is read in conjunction with the Executive Job Description Bylaw to ensure that students are represented at the highest level.

1. General

- 1.1 The Union elects students as Executive Officers each year to ensure the Union remains in touch with and representative of its members.
- 1.2 Each Executive Officer is accountable to the students through Student Council and the AGM. In between these meetings they are accountable to the other members of the Executive Committee.
- 1.3 Executive Officers are governed by the Constitution of the Union and must ensure that the members of the Union have access to the constitution.
- 1.4 Executive Officers will ensure the Union has up to date Equality & Diversity policies, 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. Executive Officers are expected to challenge behaviour and actions which do not support our aim to be fully inclusive.

2. Penalties for Poor Performance

- 2.1 If an Executive Officer is not performing to satisfactory standards, the usual first step is for the President or other Executive Officer to have an informal discussion.
- 2.2 The Discipline of Executive Officers bylaw will be followed in those cases where the informal discussion has not resolved the problem.

3. Expectations

- 3.1 Directors are expected to work at least 35 hours a week, with core hours being between 11 o'clock and 3 o'clock (which includes an unpaid lunch hour), with an additional 20 hours per week as the workload demands.
- 3.2 Directors are likely to work considerably more hours than this, particularly at busy times of the year. No overtime is paid, instead a TOIL (time off in lieu) scheme will apply. The Directors are expected to follow the standard Union procedure to administer this scheme.
- 3.3 Directors should reflect the professional image of the Union by dressing appropriately including identification when necessary, acting in a professional manner and always being polite and courteous.

4. Actions

- 4.1 Directors are bound by standard company law.
- 4.2 All Executive Officers are expected to abide by Union bylaws and policy.

- 4.3 Executive Officers will promote the Aims and Objectives of the Union and in particular their own activities, on all campuses of the University.
- 4.4 All actions and decisions made as a Director remain valid for life, in law Directors may be held responsible for decisions made whilst in office, if ever they arise in the future.

5. Meetings

- 5.1 All Executive Officers must be punctual and well prepared for all meetings.
- 5.2 In all external meetings Executive Officers must be smart, presentable and prepared.
- 5.3 Any Executive Officer who cannot make a meeting must submit their apologies to the meeting chair or secretary beforehand.
- 5.4 Minutes from meetings should be read before the next meeting and any action points should be taken.
- 5.5 All reports and actions should be prepared before the meeting.
- 5.6 Executive Officers will be invited to attend those meetings and committees that the Union sees fit.
- 5.7 Executive Officers must act in the best interests of the Union and not seek any personal gain from their office.
- 5.8 If for any reason an Executive Officer disagrees with Union policy they may abstain from support but must not actively campaign against it. In company law, Directors may still be held jointly and severally liable for this decision.

6. Staff

- 6.1 Executive Officers shall abide by the terms of the staff/student protocol at all times.
- 6.2 Executive Officers should be courteous and respectful to staff at all times.
- 6.3 Executive Officers should not encourage staff to comment on the political affairs of the Union nor should they discuss Executive or staffing matters with staff.
- 6.4 If a Executive Officer has a complaint about a member of staff they should raise it with the Communications Officer.
- 6.5 Executive discussions regarding staff will be held in closed session.
- 6.6 All staff matters discussed by the Executive Committee must be treated with strict confidentiality.

7. Union Events

- 7.1 When the Union promotes a significant event (defined as an expected high turnout event not in the weekly ents programme) at either a Union bar or an external venue there should be an Duty Executive Officer who will work alongside the staff team to deal with any complaints.
- 7.2 The Duty Officer will be expected to remain sober for the duration of the night.
- 7.3 If Executive Officers wish to bring guests, they must be signed in and abide by guest rules.
- 7.4 Any guest who breaks Union rules will be asked to leave and action will be taken against the host Officer.

8. External Events

- 8.1 At external events such as NUS, NUSSL, Conferences, Seminars and social events, all Executive Officers must act in a professional and positive manner.
- 8.2 The Executive Officers who represent the Union at events must ensure that the guidelines and policies set out by the Union are adhered to.
- 8.3 Where voting is necessary Executive Officers must vote according to the Union's Constitution and policies.

9. Finances

- 9.1 Directors must ensure that all property and investments of the Union are prudently and efficiently administered.
- 9.2 Executive Officers should submit and monitor all budgets in their activity area, to ensure there are no negative variances.
- 9.3 Directors are personally responsible for any expenditure that is not permitted by the constitution, or any financial loss due to the taking of irrational decisions that goes against sound advice given by the Union's advisors.
- 9.4 Receipts must be produced for all travel such as buses, trains, taxis and petrol. No personal expenses claims should be signed by the beneficiary.
- 9.5 Travel expenses to other campuses will only be permitted if the journey is an additional journey made from where the working day is started.

10. Penalties for Breach

In the event of a breach of this by law any member of the Union or the Executive Committee or Board may invoke the Discipline of Executive Officers By law.