

BCUSU

President – Job Description

1. Trustees

1.1. Overall Responsibilities

2. Trustees

2.1. To be a Trustee of the Students' Union and fulfil all duties and responsibilities of a Trustee as laid out in the Memorandum and Articles of Association and relevant company and charity law.

2.2. To be responsible for ensuring that the Students' Union is administered in accordance with its Memorandum and Articles of Association, the associated bylaws, and all current law as it relates to Students' Unions, charities and companies.

2.3. To promote the Purpose, Vision, Aims and Objectives of the Students' Union, and in particular their own areas of activity, on every campus of the University.

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

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

2.6. To ensure that all property and investments of the Students' Union are prudently and efficiently administered.

2.7. To be a cheque signatory for the Students' Union.

3. Student Representative

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

3.2. To ensure that as much time as is practical is spent at all of the various offices of the Students' Union and campuses of the University.

3.3. To actively engage with students at every single campus, encouraging their participation & involvement in all Students' Union activities.

3.4. To ensure all students involved in their activity areas are fully aware of the law, policies and procedures relating to their activity.

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

4. Work Responsibilities

4.1. To work in partnership with relevant Students' Union staff in all areas of work.

4.2. To liaise regularly with their designated key contact.

4.3. To produce plans for the effective handover of duties to the incoming Executive team.

4.4. To devise, submit and monitor all budgets in their activity area, to ensure there are no negative variances.

4.5. To follow the Equality and Diversity Policy of the Students' 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.

5. President

6. Power of 3

6.1. Ensure the Students' Union positively impacts on and enhances the lives of every Birmingham City Student

6.2. Provide student leadership, maintaining relationships and partnerships

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6.3. Responsible for organisational finances and human resources

7. Leadership

- 7.1. To be responsible for leading the Executive Officers .
- 7.2. To be the senior officer of the Students' Union
- 7.3. To assist other trustees in achieving their goals and the vision of the Students' Union.
- 7.4. To ensure the trustees work together effectively as a team and are motivated as individuals.
- 7.5. Remove barriers for the trustees, enabling and supporting them in reaching their goals.
- 7.6. To be the Chair of the Board of Trustees of the Students' Union; ensuring that they fulfill their responsibilities for the governance of the organisation.
- 7.7. To act as the team's spokesperson
- 7.8. To co-ordinate the team's annual priorities, targets and individual work plans.
- 7.9. 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.

8. Organisational Strategy

- 8.1. To work in partnership with the Chief Executive helping her/him to achieve the vision of the organisation.
- 8.2. To work in partnership with the Chief Executive to drive the Students' Union's strategic planning process.

9. Public & Media Relations

- 9.1. To be responsible for managing and developing positive external relations, both with the institution, other student organisations, the general public, trade unions and NUS both regionally and nationally.
- 9.2. 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.

10. Birmingham City University Governor and Senate

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

11. Finance and Human Resource duties

- 11.1. To be responsible for the Students' Union's finances (including those of its trading subsidiaries).
- 11.2. To draw up the Annual Budget and present it to the University and within the Students' Union.
- 11.3. 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.
- 11.4. To ensure all Financial Procedures and regulations are followed by others in the Students' Union.
- 11.5. To have responsibility for all staff employment matters, including being line manager to the Students' Union's Chief Executive.

12. Membership Matters

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12.1. To be responsible for membership matters, including

- maintaining the Students' Union's student discipline procedures
- the issue and control of NUS and other id cards and
- opted out students.
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13. NUS Liaison

13.1. To be the Students' Union's lead officer in all matters relating to NUS, ensuring information is taken up by the relevant officer.

13.2. 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.

13.3. Ensure that the membership is represented at all budgeted NUS conferences.

14. Other Duties

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

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