

Birmingham City Students’ Union

Vice President Student Development

Job Description

**Principal purpose of job:** Increase involvement in organised activity through BCUSU

 Enable students to fulfil their creative ideas

 Improve employability and life skills

**Location of work:** Main office base in Curzon Building with expectation to work and visit other campuses regularly

## Collective duties of the Executive Officers:

## Executive Officers who are a trustee of BCUSU will fulfil all duties and responsibilities of a Trustee as laid out in the Memorandum and Articles of Association and relevant company and charity law.

## To be responsible for ensuring that BCUSU is administered in accordance with its Memorandum and Articles of Association, the associated Bye-laws, and all current law as it relates to Students’ Unions, charities and companies.

## To promote the Purpose, Vision, Aims and Objectives of BCUSU, and in particular their own areas of activity, on every campus of BCU.

## All actions and decisions made as a Director remain valid for life, in law, the Board of Trustees may be held responsible for decisions made whilst in office, if ever they arise in the future.

## To work as a member of the Executive Committee on all relevant campaigns of BCUSU as determined by the Student Advisory Panel from time to time.

## To promote, defend and extend the rights of student members.

## To interpret, implement and uphold BCUSU policy.

## To be responsible both to and for the Executive Committee as a whole.

## To ensure BCUSU’s membership are kept up to date on the actions of the Executive Committee.

## To fulfil their role as outlined in the Executive Officer role descriptions and to support, where appropriate, other student representatives in the fulfilment of their roles.

## To liaise with external organisations appropriate to individual roles.

## The Executive Committee will have due regard to the matters contained in the Equality Act 2010 and ensure BCUSU 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. The Executive Committee are expected to challenge behaviour and actions which do not support our aim to be fully inclusive.

## To steer the work of the senior management team to ensure BCUSU works for students.

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

## To act as a spokesperson for BCUSU.

## The Executive Committee are to act in the best interests of BCUSU and to not seek any personal gain from the term of office.

## To ensure that all property and investments of BCUSU are prudently and efficiently administered.

## To be a cheque signatory for BCUSU.

## To ensure that as much time as is practical is spent at all of the various offices of BCUSU and campuses of BCU.

## To actively engage with students at every single campus, encouraging their participation & involvement in all BCUSU activities.

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

## The Executive Committee to report back on all activities undertaken to the Student Advisory Panel and Scrutiny Group and the rest of the Executive Committee as required.

## To work in partnership with relevant BCUSU staff in all areas of work.

## The Executive Committee to liaise regularly with their designated key contact.

## The Executive Committee to produce plans for the effective handover of duties to the incoming Executive Committee.

## The Executive Committee to follow the Equality and Diversity Policy of BCUSU representing liberation 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