

BCUSU

Vice President Student Voice – 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. Vice President Student Voice

6. Power of 3

BCUSU

6.1. Responsible for democracy and use student opinion to inform and influence

6.2. Facilitate integrated, connected and consistent student representatives championing quality learning and teaching

6.3. Support and lead relevant educational campaigns

7. Student Voice

7.1. To work with the Student Voice Team in establishing a Data Bank of student opinion to inform and influence positive outcomes for students

7.2. To work with the Student Voice Team in facilitating integrated, connected and consistent student representatives championing quality learning and teaching

7.3. 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.

8. Democracy

8.1. To ensure all democratic proceedings of the Students' Union take place in accordance with the various regulations, including the following as appropriate:

- Referendums
- General Meetings and Annual General Meetings
- Student Council
- Elections

8.2. To be the Students' Union's Deputy Returning Officer in all elections except where a conflict of interest exists.

8.3. To assist the Council Chair in the organisation and running of Student Council.

8.4. To ensure policy passed at Council and General Meetings is distributed appropriately and acted on by whoever is responsible for that area.

8.5. To ensure that the Students' Union's Constitution is up to date and available to any member that requires a copy.

8.6. To give assistance to Council committees when required.

8.7. To oversee and develop the democratic processes and structures of the Students' Union

9. Education

9.1. To keep up to date with trends and developments in Higher Education.

9.2. 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.

9.3. To run education-based campaigns for students across all campuses.

9.4. To liaise with senior University staff as appropriate on student education issues, specifically to champion quality learning and teaching.

9.5. To represent the views and needs of the membership of the Students' Union at all University Senate and ASQEC Meetings and other committees as agreed or invited.