

Birmingham City Students’ Union

President

Job Description

**Principal purpose of job:** Leadership

 Chair of the Board of Trustees

 Figurehead of BCUSU

 Board of Governors representative

**Location and times of work:** Main place of work; City Centre and City South with the expectation to work and visit other campuses, regularly

**Responsible to:** All BCU students with regular reports to Scrutiny Group

**Specific Duties:**

## Leadership

### To encourage team work and collaboration between the Executive Committee

### To act as the Executive Committees spokesperson where applicable

### To co-ordinate the team’s annual priorities, targets and individual work plans

1. To be responsible for ensuring all Officers are involved in campaigning and to lead major Union campaigns in conjunction with the relevant Officer, Officers or BCUSU staff members
2. To ensure the Executive Committee utilise student opinion to direct their work
3. To ensure the Executive Committee work to enhance the employability and future prospects of all BCU students

## Chair of the Board of Trustees

1. To be the chair of the Board of Trustees of BCUSU, ensuring that the Board fulfil their responsibilities for the governance of the organisation
2. To work closely with the Chief Executive to ensure the Board of Trustees operates effectively
3. To ensure the Sabbatical Trustees are aware of their trustee responsibilities
4. To ensure Sabbatical Trustees are engaged in the meetings

**3. Figurehead of BCUSU**

1. To be the lead figurehead of BCUSU representing BCUSU to the University and externally
2. To handle all media relations, submitting media releases in line with agreed policy or, where no policy exists, consulting with appropriate officers and staff before release
3. To work in partnership with the Chief Executive to drive the Students’ Union strategic planning process and outcomes

**4.** **Board of Governors Representative**

To represent the views and needs of BCU students at all University Board of Governors Meetings and other committees as agreed or invited

## Collective duties of the Executive Officers:

1. 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
2. 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
3. To promote the Purpose, Vision, Aims and Objectives of BCUSU, and in particular their own areas of activity, and to engage students on every campus of BCU
4. 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
5. To work as a member of the Executive Committee on all relevant campaigns of BCUSU as determined by the Student Advisory Panel where applicable
6. To promote, defend and extend the rights of student members
7. To ensure BCUSU’s membership are kept up to date on the actions of the Executive Committee
8. 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
9. 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
10. To steer the work of the senior management team to ensure BCUSU works for students
11. To act fairly and reasonably in the making of any decision.
12. To act as a spokesperson for BCUSU
13. The Executive Committee are to act in the best interests of BCUSU and to not seek any personal gain from the term of office.
14. To be a cheque signatory for BCUSU
15. 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
16. The Executive Committee to liaise regularly with their designated key contact.
17. The Executive Committee to produce plans for the effective handover of duties to the incoming Executive Committee