



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:

1. Leadership

- a. To encourage team work and collaboration between the Executive Committee
- b. To act as the Executive Committees spokesperson where applicable
- c. To co-ordinate the team's annual priorities, targets and individual work plans
- d. 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
- e. To ensure the Executive Committee utilise student opinion to direct their work
- f. To ensure the Executive Committee work to enhance the employability and future prospects of all BCU students

2. Chair of the Board of Trustees

- a. To be the chair of the Board of Trustees of BCUSU, ensuring that the Board fulfil their responsibilities for the governance of the organisation
- b. To work closely with the Chief Executive to ensure the Board of Trustees operates effectively
- c. To ensure the Sabbatical Trustees are aware of their trustee responsibilities
- d. To ensure Sabbatical Trustees are engaged in the meetings

3. Figurehead of BCUSU

- a. To be the lead figurehead of BCUSU representing BCUSU to the University and externally
- b. 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
- c. To work in partnership with the Chief Executive to drive the Students' Union strategic planning process and outcomes

4. Board of Governors Representative

- a. 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:

- a. 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
- b. 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
- c. 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
- d. 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
- e. To work as a member of the Executive Committee on all relevant campaigns of BCUSU as determined by the Student Advisory Panel where applicable
- f. To promote, defend and extend the rights of student members
- g. To ensure BCUSU's membership are kept up to date on the actions of the Executive Committee
- h. 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
- i. 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
- j. To steer the work of the senior management team to ensure BCUSU works for students
- k. To act fairly and reasonably in the making of any decision.
- l. To act as a spokesperson for BCUSU
- m. The Executive Committee are to act in the best interests of BCUSU and to not seek any personal gain from the term of office.
- n. To be a cheque signatory for BCUSU
- o. 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
- p. The Executive Committee to liaise regularly with their designated key contact.
- q. The Executive Committee to produce plans for the effective handover of duties to the incoming Executive Committee