



## BCUSU President job description

<b>Principal purpose of job:</b>	Leadership of the Executive Officer Team Chair of the Board of Trustees Figurehead of BCUSU Board of Governors representative
<b>Location and times of work:</b>	Main place of work; City Centre and City South with the expectation to work and visit other campuses, regularly.
<b>Responsible to:</b>	All members of BCUSU with regular reports to Scrutiny Group as an elected representative. Chief Executive Officer as an Employee of BCUSU. Board of Trustees as a Trustee of BCUSU.

### Specific Duties:

#### 1. Leadership

- a. To encourage teamwork and collaboration between the Executive Officer Team.
- b. To act as the Executive Officer Team 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(s) or BCUSU staff member(s).
- e. To ensure the Executive Officer Team utilise student opinion to direct their work.
- f. To ensure the Executive Officer Team work to enhance the employability and 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 Officer Trustees are aware of their trustee responsibilities.
- d. To ensure Officer 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.

#### **5. Collective duties of the Executive Officers:**

- a. Executive Officers are trustees of BCUSU and 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. Executive Officers are responsible for ensuring that the activity of BCUSU 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.
- c. Executive Officers will promote the Purpose, Vision, Aims and Objectives of BCUSU, and their own areas of activity, and engage students on every campus of BCU.
- d. Executive Officers shall contribute to all relevant campaigns of BCUSU as determined by the Student Scrutiny Panel where applicable.
- e. Executive Officers shall promote, defend, and extend the rights of student members.
- f. Executive Officers shall 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
- g. The Executive Officers will have due regard to the matters contained in the Equality Act 2010 and ensure BCUSU has up to date Equality, Diversity, and Inclusion 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.
- h. The Executive Officers are expected to challenge behaviour and actions which do not support our aim to be fully inclusive.
- i. Executive Officers shall steer the work of the senior management team to ensure BCUSU is fit for purpose for its members.
- j. Executive Officers shall act fairly and reasonably in the making of any decision.
- k. Executive Officers shall act as spokespersons for BCUSU and its membership.
- l. The Executive Officers are to act in the best interests of BCUSU and to not seek any personal gain from the term of office.
- m. Executive Officers, where required, will act as a signatory for BCUSU.
- n. The Executive Officers will report back on all activities undertaken to the Board of Trustees, Student Scrutiny Panel, and the Student Members Meeting as required.
- o. Executive Officers will liaise regularly with their designated key contact.
- p. The Executive Officers will produce detailed plans for the effective handover of duties to the incoming Executive Officer team, to ensure continuity within the Union.