



Birmingham City Students' Union

VP Student Voice Job Description

Principal purpose of job:	Develop democracy Student Representation System Local University contact
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. Develop Democracy

- a. To develop the democratic processes and structures of BCUSU based on student input
- b. To ensure all democratic proceedings of BCUSU take place in accordance with the BCUSU byelaws working with key BCUSU colleagues
- c. To develop the 'Your Ideas' system creating the best results for all BCU students
- d. To work with relevant BCUSU staff
- e. To ensure democratic processes and structures of BCUSU are accessible and understood by all BCU students
- f. To be the lead Officer for policy passed through Student Advisory Panel(s) ensuring Officers work on passed policy

2. Student Representation System

- a. To be the lead Officer on all areas linked to the Student Representation System
- b. To work closely with relevant BCUSU staff to ensure student representatives are recruited, trained and supported
- c. To ensure systems are in place that allow student representatives to succeed
- d. To promote key changes and success of the Student Representation System to all BCU students and the University

3. Local University contact

- a. To be the lead University contact for local issues (School and campus issues)
- b. To work closely with relevant BCUSU staff and the University to improve local issues
- c. To ensure student feedback is central to all work
- d. To be responsible for engaging students in student voice activity across the University

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 from 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 are 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
- r. Ensure the employability and future prospects of all BCU students is enhanced through the work of BCUSU