

Student Officer Role Description

Excerpt from The Constitution and Rules of the Students' Union (Rule 4)

2. THE UNION PRESIDENT

They:

- 2.1 Shall be the Chief Executive Officer of the Students' Union and have overall responsibility to lead the Union's work and to allocate and direct the work amongst the members of the Executive Management Committee.
- 2.2 Shall be the principle spokesperson of the Union and represent the views of the Students as expressed through the General Union Membership, the Students' Union Council, the Management Board or the Executive Management Committee to the University Authorities.
- 2.3 Shall chair all meetings of the Executive Management Committee and shall be responsible for the administration and functioning of all meetings of the Executive Management Committee.
- 2.4 Shall assume responsibility for chairing the Council in the absence of the Union Speaker or Deputy Union Speaker (if appointed).
- 2.5 Shall seek to ensure that individual Executive Management Committee officers carry out their duties with diligence, and may raise the matter with the Executive Management Committee where they believe that the Committee should consider whether there are sufficient grounds to recommend to Council the removal of the officer from post as provided for in Chapter Five of the Constitution.
- 2.6 Shall be responsible for supervising the commercial activities of the Students' Union on behalf of the Student Members.
- 2.7 Shall have overall responsibility for all communication with the student membership, affiliated bodies, media and the general public. This includes responsibility for all official statements and press releases on behalf of the Union unless delegated on an ad hoc basis. Shall liaise with those Students' Union staff members responsible for marketing and communications in order to ensure that the Union is promoted in a positive manner.
- 2.8 Shall ensure good community cohesion and shall maintain good community relations, insofar as it is possible, with Residents' Groups and Associations in the South Belfast area. Shall act as the Students' Union's primary point of contact for such Groups and Associations and shall be responsible for ensuring that the Union is represented at all meetings to which an invitation has been received.
- 2.9 Shall attend all meetings of key University Committees or shall appoint a nominee to attend such meetings in their place.
- 2.10 Shall, in conjunction with the Management Board, be responsible for determining the strategic framework of the Students' Union.
- 2.11 Shall develop and foster key partnerships within the University in particular and within the community in general.

- 2.12 Shall, on behalf of the Students' Union, liaise with the National Union of Students (NUS), the Union of Students in Ireland (USI), the National Union of Students - Union of Students in Ireland (NUS-USI) and the Aldwych Group.
- 2.13 Shall liaise with Students' Union staff members to ensure that appropriate training and support are made available to student members of the Executive Management Committee.
- 2.14 Shall not act as Secretary or Treasurer of any Sporting Club or Non-Sporting Society.
- 2.15 Shall, with the Director of Student Plus, be responsible for reviewing the performance of the Director of the Students' Union.
- 2.16 Shall effectively act as line manager for all other Student Members of the Executive Management Committee, regulating and overseeing arrangements for holidays, sickness absence and performance management.