

Schedule Three

Officer Profiles Schedule

1. General

- 1.1 All This schedule exists to provide guidance on the general and specific duties of the officers of the Union. Areas of responsibility are described relating to each officer, however, these are not intended to be exhaustive

2. General Trustee Duties (Sabbatical)

- 2.1 The duties of the Sabbatical Officer in their role as trustees shall be as follows:
- i) To act in a manner consistent with the constitution of the Union.
 - ii) To act as a Trustee of the Union, attend all meetings of the Trustee Board and to be a signatory to the Unions Bank accounts on behalf of the Union.
 - iii) To ensure appropriate control and direction of the Union's management and administration.
 - iv) To ensure resources are deployed in a way that is consistent with the furtherance of the charitable aims outlined in the constitution.
 - v) To provide accountability to the membership for decision making and allocate funds in order to meet the needs of the charitable aims as set out in the constitution.
 - vi) To assess and manage risks ensuring the long-term financial viability of the Union.
 - vii) To approve the finance regulations, annual budgets and strategic plans of the Union.
 - viii) The will also be required to approve the auditor reports and other such appropriate external consultants.

3. General Executive Duties and Responsibilities

- 3.1 The duties of all officers of the Union, as outlined in this schedule of the constitution, shall be as follows:
- i) To provide the overall political leadership of the Union.
 - ii) To represent the interests of the student body to appropriate internal and external bodies.
 - iii) To ensure that the executive officers, as individuals and the Union collectively, adheres to the Education Act 1994.
 - iv) To be available for consultation with the student body both formally and informally in order to represent their interests appropriately.
 - v) To hold standing policy as a binding document and effectively carry out its mandates.

- vi) To adhere to, and ensure, implementation of the Students' Union's Equal Opportunities Policy.
- vii) To familiarize themselves with, and ensure adhere to appropriate operational policies, including staff student protocol, health and safety and financial procedures.
- viii) To attend all appropriate training events and conferences to ensure familiarity with their role and current issues affecting students.
- ix) To attend the annual and general meetings, executive council, Union committee meetings and all other meetings relevant to their role.

4. Sabbatical Officers

4.1 Union President

The will be an equal member of the Union's sabbatical team responsible for representing and championing the rights and views of all students at the University of Stirling. The remit of the Union president shall be as follows:

- i) To be the overall representative, spokesperson and ambassador of the Union; to the University, media and external agencies.
- ii) To maintain close links with the local and national community on issues of mutual concern.
- iii) To coordinate and lead the Union's campaign agenda for the year.
- iv) As a Trustee of the Union to be ultimately responsible with all board members for the overall financial security of the Union.
- v) To be responsible for the democratic structures of the Union.
- vi) To act as a delegation leader to all NUS conferences and to secure a mandate from the membership of who to vote for in all full-time position of NUS.
- vii) To ensure the implementation of, and adherence to, an effective Equal Opportunities policy
- viii) To ensure the Union and its services and publications are accessible to all students.
- ix) To be the main point of contact and provide support to the Liberation Officers and campaigns to ensure the provision of appropriate events for these groups and their enhanced representation.
- x) To discuss with the executive council any response to Government consultations and actions on behalf of the Union.
- xi) To coordinate the work of the Union and executive council in setting yearly strategic goals and objectives aligned to longer term strategic plans agreed with the Union management and the student body.
- xii) To work with the Chief Executive, to assist in the recruitment and development of Union staff.

4.2 Vice President Education

They will be an equal member of the Students' Union sabbatical team responsible for representing and championing the rights and views of all students at the

University of Stirling and the wider community. The remit of the Vice President Education shall be as follows:

- i) To be responsible for representing students on all academic matters to the University and other such bodies as appropriate.
- ii) To lead on policy development and implementation of the Union policy on academic matters and education.
- iii) To engage with national education agencies on areas of policy development and implementation.
- iv) To plan, develop and implement education related campaigns, events and materials to better the students' experience of students at Stirling.
- v) To work in collaboration with Union officers, staff, external bodies and the University to continually develop and support an effective school officer and course representative network to ensure student engagement in the enhancement of the learning experience at Stirling.
- vi) To engage, empower and campaign for students in order to enhance the quality of their teaching and learning experience.
- vii) To identify themes and oversee casework that the Union undertakes.

4.3 Vice President Communities

They will be an equal member of the Union sabbatical team responsible for and championing the rights and views of all students at the University of Stirling. The remit of the Vice President Communities shall be as follows:

- i) To act as clubs and societies lead and to continually develop, support and guide clubs and societies within the Union.
- ii) To ensure an effective strategy is in place for recruitment, retention and reward for student volunteers.
- iii) To lead on policy development and implementation on volunteering and student involvement.
- iv) To campaign to improve the student experience for all students at the University of Stirling.
- v) To champion and coordinate the personal, and professional, development of students in their time at University in order to enhance their employability, student experience and wider civic engagement.
- vi) To ensure a member-focused and student-led approach to the Union's trading facilities for all student groups and to act responsibly to develop the student community.
- vii) To take the policy lead and formulate strategy on sustainability related matters.

4.4 Sports Union President

They will be an equal member of the Union sabbatical team responsible for and championing the rights and views of all students at the University of Stirling. The remit of the Sports Union President shall be as follows:

- i) To promote the profile of sport among the entire student body and the wider community.
- ii) To represent the sporting interests of students to the University and other relevant external bodies.
- iii) To campaign to improve the student experience for all students at the University of Stirling.
- iv) To encourage, and coordinate, students to increase participation and widening access to all sporting and physical activities.
- v) To ensure the continued implantation of a strategic plan for sport that meets the strategic objectives of the organisation.
- vi) To develop and implement the coaching programme, including coach recruitment and retention as well as implementing an annual professional development programme for key club committee members delivering coaching.
- vii) To maximise the sports clubs training and match play facilities allocation at the University of Stirling.
- viii) To oversee the financial management of sport within the Union, including drafting, in collaboration with the Finance Committee, the sport budget and ensuring that club budgets are adhered to.
- ix) To ensure that all sport clubs adhere to relevant health and safety policies.
- x) To bid for, attract and coordinate sporting events throughout the year.
- xi) To develop, support and guide sports clubs ensuring continual development and growth.
- xii) To create, develop and maintain innovative partnerships with key internal and external organisations.

5. Zones

5.1 The Union's governance function will be devolved to the following four zones:

- i) Equalities Zone
- ii) Education Zone
- iii) Communities Zone
- iv) Sports Union

5.2 The purpose of each zone is to formulate focused, informed and representative Union policy in areas under their control. They are open to any student and students can be affiliated to multiple zones should they wish. In line with the constitution (10.4), any policy which is passed in the zone must be formally passed under the existing procedures which are in place. Each zone will be chaired by a sabbatical officer and their remit is outlined below:

5.3 Equalities Zone

The Union President will chair this Zone and from within the membership of the zone, four Equalities Officers shall be elected to the Executive Council to represent the views of the Equalities Zone. The Equalities Officers shall be elected from a Zone meeting in the Spring semester which will be chaired by the Union President and in the presence of the President-Elect.

- i) Embedding equality of opportunity within all areas of the Union's services, activities, campaigns and initiatives providing an inclusive and supportive environment for all students at the University.
- ii) Monitoring the student demographic and devising strategies and activities to promote and increase cultural awareness of diversity within the University campus and local community.
- iii) Supporting and developing the Union's liberation campaigns and societies to promote social change and equality for all within the local and national population.

5.4 Education Zone

The Vice President Education will chair this zone and the Engagement Officer, Postgraduate Officer, Extended Campuses Officer and Non-Traditional Students' Officer will also represent this zone on the Executive Council.

- i) Establishing the Union's educational agenda for the year, coordinating campaigns to enhance the quality of the student learning and teaching experience.
- ii) Respond to public consultations on higher education policy and connecting within the national higher education policy to better the student experience across Scotland.
- iii) Monitoring, promoting and evaluating the Union's provision for academic representation ensuring an effective and professional service to students.
- iv) Collaborating with University management, academic schools and service departments to improve the student experience.
- v) Develop and promote course representatives and school officers within the University.

5.5 Communities Zone

The Vice President Communities will chair this zone and the Sustainability Officer, Co-curricular Officer, International Officer and Media Officer will also represent this zone on the Executive Council.

- i) Enhancing the profile of clubs and societies, providing provision for development of their events and social opportunities.
- ii) Promoting and supporting the on-going development of volunteering within the University, articulating the societal benefits to the wider community and the personal benefits to enhancing individual employability.
- iii) Establishing partnerships to further integrate the student community within the wider Stirling community.
- iv) Developing projects for a more sustainable University campus.
- v) Engaging with students to ensure union services are student focused and providing a social enterprise which reinvests profits in representational activities.

5.6 Sports Union

The Sports Union President will chair the Union and the Sports Communications, Sports Participation and Engagement Officer and the Health Promotion Officer will also represent this Union on the Executive Council.

- i) Promoting the value, achievements and positive impact that sports teams have on student life as well as the wider University.
- ii) Supporting and developing sports teams to increase their profile, membership and activities.
- iii) Ensuring that sports teams have the appropriate allocation of resources in order to deliver effective and meaningful activity.
- iv) Engaging with national sports and health promotion bodies to influence national policy.
- v) Coordinating projects which will improve mental, physical and general wellbeing of the student body.

6. Executive Officers

Executive Officers shall sit on the Union's Executive Council and shall be responsible for the implementation of policy passed by the general meeting or referenda. Each Executive Officer will operate within a zone which is chaired by a sabbatical officer:

6.1 Non-Traditional Students' Officer (Education Zone)

The remit of the Non-Traditional Students Officer shall be as follows:

- i) To identify and organise campaigns to raise awareness of the relevant issues affecting non-traditional students (defined as those students entering University from any origin other than Secondary School, including but not limited to, from the workplace or from Forth Valley College and Similar).
- ii) To work alongside the Vice President Education, other Education Zone students and Union staff, on projects to better represent non-traditional students within the Students' Union and build an engaged, active community.

6.2 Engagement Officer (Education Zone)

The remit of the Engagement Officer shall be as follows:

- i) To work directly with relevant sabbatical officers to continually promote and develop the course representative network.
- ii) To work with the relevant Sabbatical Officers and the student body to create a climate of active engagement through consultation with students in order to secure educational change.
- iii) To plan, develop and implement education related campaigns, events and materials to better the students' experience of students at Stirling.
- iv) Work with school officers and course representatives to lobby the University to keep student employability at the forefront of every aspect of their provision to students.

6.3 Postgraduate Officer (Education Zone)

The remit of the Postgraduate Officer shall be as follows:

- i) To identify and organise campaigns to raise awareness of the relevant issues affecting Postgraduate students (both Taught and Research).
- ii) To work alongside the Vice President Education, other Education Zone officers, Postgraduate Faculty Officers and Union staff, on projects to better represent Postgraduate students within the Students' Union and build an engaged, active community.

6.4 Co-Curricular Officer (Communities Zone)

The remit of the Co-curricular Officer shall be as follows:

- i) To coordinate and lead the charitable work of the Union in raising funds deemed worthwhile by the student body.
- ii) To develop community projects with the aim of improving employability as well as promoting the Union's existing volunteering projects.
- iii) Work closely with Club & Society Committees to promote co-curricular involvement, and its benefits to wellbeing, employability and the community.

6.5 Sustainability Officer (Communities Zone)

The remit of the Sustainability Officer shall be as follows:

- i) To contribute towards the Union's campaigns and activities across sustainability work, including but not limited to: environmental projects, biodiversity, ethical consumption
- ii) To run, in partnership with other relevant officers, and staff, campaigns relating to ethical, environmental and biodiversity concerns on our campuses and in the wider community.
- iii) To work effectively with sabbatical officers on specific environment and ethical issues and champion the Union's work on the **UN Sustainable Development Goals**.
- iv) To sit alongside Sabbatical Officers on the University's quarterly Corporate Sustainability Steering Group to communicate Union campaigns and activities and review University activity.

6.6 International Officer (Communities Zone)

The remit of the International Officer shall be as follows:

- i) To identify and organising campaigns to raise awareness of the relevant issues affecting International students.
- ii) To work with the VP Communities to organise and host the International Festival (or equivalent)
- iii) To liaise and engage with the International student population, discovering relevant issues, concerns, good practice and ideas and encouraging and engaged and active community.

6.7 Media Officer (Communities Zone)

The remit of the Media Officer shall be as follows:

- i) To ensure the media outlets remain accountable, beneficial and communal to the student body through provision of training opportunities for the student body to develop their employability.
- ii) To ensure that the media societies are working together and act as an effective link between the Executive Council and the media societies.
- iii) To work on increasing media engagement with the student body and improve mechanisms on how they are informed of Union successes.

6.8 Housing Officer (Communities Zone)

The remit of the Housing Officer shall be as follows:

- i) To be responsible for overseeing University of Stirling students' issues relating to public and private housing.
- ii) To ensure that there is a continued focus on student housing in the work of the Students' Union and the wider University.
- iii) To partner with the VP Communities to ensure that housing funds, like the 2017 Rent Deal, are allocated fairly and equitably, paying particular attention to the effectiveness of this scheme in its first full year.

6.9 Sports Communications Officer (Sports Union)

The remit of the Sports Communications Officer shall be as follows:

- i) To communicate the activities of the Sports Union to the student body and a wider audience, both online and in person.
- ii) To promote and communicate the wins/losses of sports teams on a weekly basis via Sports Union social media and other relevant outlets
- iii) To assist the Sports President in developing the #BleedGreen initiative.
- iv) To work with the Sports President and other Sports Union Executive to help organise the end-of-year Sports Ball.
- v) To work with the Media Officer and Media outlets to promote the Sports Union, its activities and all our sporting achievements on a regular basis

6.10 Health and Wellbeing Officer (Sports Union)

The remit of the Health and Wellbeing Officer shall be as follows:

- i) To be responsible for the promotion of physical, mental, social and sexual wellbeing to all students, both online and at targeted events, including working with local/national organisations to facilitate and promote campaigns.
- ii) To work alongside the relevant sabbatical officers and Union staff at developing and promoting appropriate campaigns designed to improve mental and physical health
- iii) To work across all four zones to advocate the positive outcomes of sport and physical activity to the student body.
- iv) To work with the Sports President and other Sports Union Executive to help organise the end-of-year Sports Ball.

6.11 Sports Participation and Engagement Officer (Sports Union)

The remit of the Sports Participation and Engagement Officer shall be as follows:

- i) To encourage all students, but particularly those who have previously not been involved, to participate in Sports Union activity, with a particular focus on improving non-competitive and social participation within sport and physical activity.
- ii) To work with the Sports President to develop new ideas and initiatives to encourage active participation in physical activity
- iii) To research and identify areas for improvement with regards to engagement, and develop new initiatives to help foster a more engaged sporting community.
- iv) To work with the Sports President and other Sports Union Executive to help organise the end-of-year Sports Ball.

6.12 Equalities Officers (Equalities Zone)

The core remit of the Equalities Officers shall be as follows:

- i) To work with the other elected Equality Officers, and Union staff/sabbaticals, to identify, coordinate and run campaigns aligned to both their individual remits, as well as intersectional, to improve equality, diversity and inclusion within the student community
- ii) To work closely with the Union and the University in helping to deliver the One Stirling initiative
- iii) To help embed equality of opportunity within all areas of the Union's services, activities, campaigns and initiatives in order to provide an inclusive and supportive environment for all students at the University
- iv) To seek collaboration with external organisations and charities to promote and host local and National events and campaigns
- v) To represent all members of the Equalities Zone to the Union, University and external bodies.

Women

Only students who self-define as women can stand for this position. The specific remit of the Officer responsible for representing self-defining Women students shall be as follows:

- i) Organise at least two events to promote awareness of the Women's equality movement
- ii) Collaborate with self-defining women within the student population to help identify and facilitate ideas that will help further the women's movement.

BAME

Only students who are Black or Minority Ethnic can stand for this position. The specific remit of the Officer responsible for representing BAME students shall be as follows:

- i) Organise at least two events to promote awareness of the BAME equality movement
- ii) Collaborate with relevant student societies to establish and deliver campaigns that further the BAME movement and support self-defining BAME students.

Disabled

Only students who self-define as Disabled can stand for this position. The specific remit of the Officer responsible for representing self-defining disabled students shall be as follows:

- i) Organise at least two events to promote awareness of the disabled equality movement
- ii) Collaborate with relevant Union staff/sabbaticals and University departments and self-defining disabled students to deliver campaigns that further the disabled movement and support self-defining disabled students.

LGBTQ+

Only students who self-define as LGBTQ+ can stand for this position. The specific remit of the Officer responsible for representing self-defining LGBTQ+ students shall be as follows:

- i) Organise at least two events to promote awareness of the LGBTQ+ equality movement.
- ii) Collaborate with relevant student societies to establish and deliver campaigns that further the LGBTQ+ movement and support self-defining LGBTQ+ students.