

Schedule Three: Officers of the Union

1. General

- 1.1. This schedule outlines the general and specific duties of Union Sabbatical Officers and Voluntary Officers. While areas of responsibility are described for each role, these are not intended to be exhaustive and may evolve in response to the needs of the Union and its members.

2. Sabbatical Officers Duties

- 2.1. Act as a trustee by following the Union constitution, attending Trustee Board meetings, overseeing finances, managing risks, and ensuring long-term viability.
- 2.2. Ensure transparent, responsible use of resources in line with the Union's charitable aims and strategic plans.
- 2.3. Provide political leadership for the Union and represent student interests to internal and external bodies.
- 2.4. Ensure the Union and its officers comply with the Education Act 1994 and all relevant operational, financial, and safety policies.
- 2.5. Engage with students formally and informally to understand and represent their needs.
- 2.6. To campaign to improve the student experience for all students at the University of Stirling.
- 2.7. Attend all required committees, leadership meetings, training sessions, and external conferences relevant to the role.

3. Sabbatical Officers Roles

3.1. Union President

3.1.1. They 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.

3.1.2. The remit of the Union President shall be as follows:

3.1.2.1. To be the overall representative, spokesperson, and ambassador of the Union; to the University, media, and external bodies.

3.1.2.2. To maintain close links with the local and national community on issues of mutual concern.

3.1.2.3. To ensure the implementation of, and adherence to, an effective Equality, Diversity and Inclusion policy

3.1.2.4. To ensure the Union and its services and publications are inclusive and accessible to all students.

3.1.2.5. To be the main point of contact and provide support to the Equalities Officers and Campaigns Officers, ensuring the provision of appropriate events and representation for their respective groups.

3.1.2.6. To consult with the Student Council, or other relevant Representative Committees, on any response to Government consultations and actions on behalf of the Union.

3.2. Vice President Education

3.2.1. 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.

3.2.2. The remit of the Vice President Education shall be as follows:

- 3.2.2.1. To be responsible for representing students on all academic matters to the University and other such bodies as appropriate.
- 3.2.2.2. To lead on policy development and implementation of the Union policy on academic matters and education.
- 3.2.2.3. To engage with national education agencies on areas of policy development and implementation.
- 3.2.2.4. To plan, develop and implement education related campaigns, events and materials to better the academic experience of students at Stirling.
- 3.2.2.5. To work to develop and support an effective student academic representative network, in collaboration with Union officers, staff, external bodies and the University to continually
- 3.2.2.6. To engage, empower and campaign for students in order to enhance the quality of their teaching and learning experience.
- 3.2.2.7. To identify recurring issues in academic casework undertaken by the Union.

3.3. Vice President Communities

- 3.3.1. 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.
- 3.3.2. The remit of the Vice President Communities shall be as follows:
 - 3.3.2.1. To act as the lead officer societies, providing support, development and guidance to societies within the Union.

- 3.3.2.2. To ensure an effective strategy is in place for recruitment, retention and recognition for student volunteers.
- 3.3.2.3. To lead policy development and implementation on volunteering and student involvement.
- 3.3.2.4. To champion and coordinate the personal, and professional, development of students in their time at the University to enhance their employability, student experience and wider civic engagement.
- 3.3.2.5. To take the policy lead and formulate strategy on sustainability related matters.

3.4. Sports Union President

- 3.4.1. 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.
- 3.4.2. The remit of the Sports Union President shall be as follows:
 - 3.4.2.1. To promote the profile of sport among the entire student body and the wider community.
 - 3.4.2.2. To represent the sporting interests of students to the University and other relevant external bodies.
 - 3.4.2.3. To campaign to improve the student experience for all students at the University of Stirling.
 - 3.4.2.4. To encourage and coordinate student participation in sport and physical activity, with a focus on widening access and inclusion.
 - 3.4.2.5. To ensure the continued implementation of a strategic plan for sport that meets the strategic objectives of the organisation.
 - 3.4.2.6. To maximise the sports clubs training and match play facilities allocation at the University of Stirling.

- 3.4.2.7. To bid for, attract, and coordinate sporting events throughout the year.
- 3.4.2.8. To develop, support and guide sports clubs ensuring continual development and growth.
- 3.4.2.9. To create, develop and maintain innovative partnerships with key internal and external organisations.

4. Voluntary Officers

- 4.1. There shall be unpaid positions, known collectively as 'Voluntary Officers'. These roles exist to ensure that all students can feed into and deliver on the work of the Union, in relation to their specific areas of interest or perspectives, as outlined in this schedule. These shall include;

- 4.1.1. Equalities Officers
- 4.1.2. Campaign Officers
- 4.1.3. Postgraduate Officers

4.2. Equalities Officers

- 4.2.1. There shall be specific Equalities Officer positions to represent students from marginalised backgrounds.
- 4.2.2. Their remit shall be:
 - 4.2.2.1. To be members of, and attend meetings of, the Student Council ensuring that the perspectives of marginalised students are represented when decisions are made.
 - 4.2.2.2. To engage with students from the community they represent by facilitating meetings, forums or informal gatherings (in person or online) to discuss issues affecting their student experience.
 - 4.2.2.3. To gather and communicate the views, concerns and experiences of their community to inform discussions and decision making within the Union.

4.2.2.4. To lead and support campaigns, initiatives or activities that seek to improve the student experience for the community they represent

4.2.3. The Student Council shall annually review and confirm which Equalities Officer positions exist, taking into account:

4.2.3.1. The needs and demographics of the student body

4.2.3.2. Evidence of under-representation or disadvantage

4.2.3.3. The Union's commitment to equality, diversity and inclusion

4.2.4. Equalities Officer positions shall be selected by members of the relevant student groups, through a process agreed by the Student Leadership Team, relevant group and facilitated by the Union where necessary and practicable.

4.2.5. If an Equalities Officer position remains vacant for two consecutive academic years, it shall be removed, unless the Student Council decides to retain the position.

4.2.6. The positions will be:

4.2.6.1. BAME Students

4.2.6.2. Disabled Students

4.2.6.3. Gender Identity

4.2.6.4. Sexual Identity

4.2.6.5. Women Students

4.3. Campaign Officers

4.3.1. There shall be Campaign Officers responsible for representing and advocating for students with particular shared experiences, circumstances, or interests that affect student life.

These roles are distinct from Equalities Officers, but equally important.

4.3.2. Their general remit shall be:

4.3.2.1. To be members of, and attend meetings of, the Student Executive Council ensuring that due attention is given to their areas of interest, and that the perspectives of the students they represent are heard when decisions are made.

4.3.2.2. To gather the views of students relevant to their community or interest area by facilitating meetings, forums or informal gatherings (in person or online) to discuss issues affecting their student experience, or plan campaign activity.

4.3.2.3. To gather and communicate the views, concerns and experiences of their community to inform Union decision making and campaign planning.

4.3.2.4. To lead and support campaigns, initiatives or activities that seek to improve the student experience or make positive change in relation to their area of interest.

4.3.3. There shall be a maximum of 8 Campaign Officer positions available for election. The Student Council may designate a number of these positions to specific remits without recourse to changing these schedules.

4.3.4. The following shall be the initial designated Campaign Officer positions:

4.3.4.1. Housing

4.3.4.2. Transport

4.3.4.3. Sustainability

4.3.4.4. International Students

4.3.5. Campaign Officers shall be elected by the student body in the Spring Elections, in accordance with the Union's election regulations as set out in Schedule Two.

4.3.5.1. Where the remit of a particular position relates to a specific element of the student experience, it is expected that candidates for election should self-identify as belonging to that group (e.g. commuter students, international students).

4.3.5.2. Where the remit of a particular position relates to a campaigning area (e.g. housing, sustainability), it is expected that candidates will demonstrate an active interest in that area in their election manifesto.

4.3.6. If a Campaign Officer position remains vacant for two consecutive academic years, it shall be removed, unless the Student Council decides that the role remains necessary.

4.3.7. A list of active Campaigns Officer positions shall be published annually by the Union.

4.4. Postgraduate Officers

4.4.1. There shall be two postgraduate officers; one Postgraduate Taught (PGT) Representative and one Postgraduate Research (PGR) Representative.

4.4.2. Their remit shall be:

4.4.2.1. To identify and organise campaigns to raise awareness of the relevant issues affecting Postgraduate students.

4.4.2.2. To work alongside the Vice President Education, members of the Education Executive Committee and Union staff, to represent Postgraduate students within the Students' Union and build an engaged, active community.

4.4.2.3. To be members of, and attend meetings of, the Education Executive Committee

4.4.2.4. To be members of, and attend meetings of, the Student Council

4.4.3. Postgraduate Officers shall be elected by the student body in the Autumn Elections, in accordance with the Union's election regulations as set out in Schedule Two.

4.4.4. The positions shall each be filled by a student whose mode of study corresponds to the respective role. Specifically:

4.4.4.1. Candidates for the Postgraduate Taught Representative must be enrolled in a postgraduate taught programme at the time of nomination and throughout their term of office.

4.4.4.2. Candidates for the Postgraduate Research Representative must be enrolled in a postgraduate research programme at the time of nomination and throughout their term of office.