

President

JOB SPECIFICATION

Job title: President

Salary: £18,734.00 per annum (Including 20 days annual leave, not including the statutory and extra days)

Hours of Work: Full-Time position equating to 37 hours per week.

JOB DESCRIPTIONS

Portfolio

- Be responsible for managing budgets, where necessary and appropriate.
- Carry out all roles in liaison with relevant staff and fellow officers.
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee.

Activist

- Engage with students and encouraging participation.
- Campaign on issues of importance to the student body.
- Actively solicit the opinions of the student body to ensure that campaigning activities meet the needs and reflect the views of the membership.

Representative

- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union.
- Represent the views of the student body in appropriate forums.
- Actively solicit the opinions of the student body to ensure that representative activities meet the needs and reflect the views of the membership.
- Submit a report as and when required or when requested to general meetings of the Charity and Student Council.

Trustee

- Complete a Trustee induction programme at the commencement of office.
- Act as a Trustee of the Students' Union, giving full consideration to the needs of the whole organisation at all times.
- Ensure that De Montfort Students' Union complies with all legal and regulatory requirements.
- Safeguard and protect the assets of the organisation.
- Ensure that the governance of the Students' Union is of the highest possible standard and fit for purpose.
- Act collectively (decisions and responsibilities are shared).
- Act in interest of all students, despite specific portfolio responsibilities.

Personal

- Maintain good working relationships with your fellow Executive Officers.
- Be able to offer and receive constructive criticism.

Role Specific:

Portfolio

- Take a lead in the production, revision and monitoring of the Students' Union strategic plans.
- Have responsibility for staffing issues, in accordance with Schedule 6 of the Bye-Laws.
- Receive all Union complaints, and act on them in accordance with Schedule 7 of the Bye-Laws.
- Be responsible for financial and budgetary matters, and reporting them to the Board of Trustees.
- Ensure the Board of Trustees and Executive Committee communicate with a uniform voice, and make Members, members of Student Council, Executive and Student Representatives aware of their (collective) obligations and responsibilities.
- Chair the Board of Trustees, Executive Committee and general meetings of the Charity.
- Be aware of all major activities, developments and communications that are taking place within the Students' Union, particularly from Executive Committee.
- Monitor that all actions and decisions from meetings are carried out, and report back on progress.
- Oversee the convening of the Board of Trustees, Executive Committee, Student Council and general meetings of the Charity, in accordance with the Memorandum and Articles of Association and/or the Bye-Laws.
- Be responsible for policy implementation and ensuring that the policy file is maintained.
- Be responsible for ensuring that affiliations to outside bodies, which are approved by the Executive Committee, are recorded in the appropriate manner.
- Convene Student Council meetings.
- Hold ex-officio membership of all Students' Union sub or delegated committee meetings

Activist

- Be responsible for Union strategy, strategic planning and development, and researching best practice.
- Hold the authority to make emergency decisions on behalf of Executive and/or Board of Trustees, in situations where it cannot be convened, but report and ensure that such decisions are ratified immediately following meeting of the Executive or Board of Trustees.
- Act as the interpreter of the Memorandum and Articles of Association of the Charity, as and when required

Representative

- Act as the primary liaison between the Students' Union and NUS
- Act as officer liaison between the Students' Union and NUSSL

- Act as the delegation leader at NUS Conference, except where excluded by conference rules, and ensure delegates are aware of their obligations, responsibilities and Union policy.
- Be a member of all committees to which the role is entitled, including the University Board of Governors and Academic Board.
- Ensure that there is a Union Officer on all University disciplinary and appeal hearings.
- Act as the first cheque signatory.