

## **Appendices to Bye-Laws**

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## Appendices 1: Bye-Law Definitions

In these Bye-Law, unless the context requires otherwise, the following terms shall have the following meanings:

<b>Term</b>	<b>Meaning</b>
<b>“Affiliate / disaffiliate”</b>	officially attach or connect to an external organisation.
<b>“Articles of Association”</b>	a legal document that, along with the Memorandum of Association, serves as the Constitution of the Union. It is comprised of rules and regulations that govern the Union’s internal affairs.
<b>"Academic Year"</b>	the period between 1 August in one year to 31 July in the next year determined by the Union as the period during which Students are required to be registered with De Montfort University. Each Academic Year is for the time being divided into three terms;
<b>“Appointments Committee”</b>	the committee set up by the Trustees to deal with the appointment of Trustees;
<b>“Ballot”</b>	a system of voting secretly
<b>“Board of Trustees” or “Board”</b>	the board of Trustees of the Union;
<b>“Bye-Laws”</b>	a set of rule and regulations to govern the Union’s operations, accountability and responsibilities, existing alongside the Union’s Articles of Association.

<b>“Candidate Briefing”</b>	a meeting outlining the rules and principles of the elections to abide by, mandatory for all Candidates running in the Union’s elections to attend.
<b>“Candidate(s)”</b>	Student Members of the Union who have successfully nominated themselves for a role in the Union’s elections.
<b>“Chair”</b>	the chair of the Board of Trustees, who shall be an External Trustee appointed pursuant to Article 34;
<b>“chair of the meeting”</b>	in the case of general meetings means the person chairing the meeting in accordance with Article 21 and in the case of Trustees' meetings means the person chairing the meeting in accordance with Article 51;
<b>“Chief Executive”</b>	the chief executive of the Union who is appointed by the Board of Trustees;
<b>“Code of Practice”</b>	the code of practice relating to De Montfort University obligations under Section 22 of the Education Act;
<b>“Committee Members”</b>	Student Members elected and accountable to oversee running and operations of a Student Group.
<b>"Deputy Chair"</b>	the deputy chair of the Board of Trustees, who shall be elected in accordance with Article 51;
<b>“Deputy Returning Officer”</b>	A suitably qualified staff member of the Union, responsible for assisting the Returning Officer in their duties.
<b>"document"</b>	includes, unless otherwise specified, any document sent or supplied in Electronic Form;

<b>"Education Act"</b>	a legislative document regarding education provision in England and Wales, with Part 2 explicitly relating to Students' Unions.
<b>"Elections Regulations"</b>	a supplementary document to the Elections Bye-Law outlining additional rulings regarding the Union's elections
<b>"Executive Committee"</b>	the committee established by the Trustees
<b>"Executive Officer"</b>	an executive officer of the Union
<b>"Hustings"</b>	an event, such as debates or speeches, during an election campaign where one or more of the Candidates are present.
<b>"Manifesto"</b>	a declaration of aims and objectives by a Candidate in the elections.
<b>"National Union of Students (NUS)"</b>	a confederation of Students' Unions in the United Kingdom, with De Montfort Students' Union being affiliated.
<b>"NUS Delegate"</b>	A Student Member and/or Executive Officer who is appointed to attend as a voting delegate to National Conference on behalf of the Union.
<b>"Policy"</b>	formal decisions made by the Student Members that inform the activities, mandate and direction of the Union;
<b>"Purdah"</b>	the period of time immediately before elections when specific restrictions on communications activity are in place.
<b>"Quorum/quoracy/quorate"</b>	having enough members to carry out business and cast votes.

<b>"RAG"</b>	the raise and give society which develops students by providing them with an opportunity to raise funds for charitable causes;
<b>"Referendum"</b>	a vote by the Student Members on a single question/issue which has been referred to them for a direct decision.
<b>"Re-open Nominations (RON)"</b>	when submissions for a position in the elections is re-initiated.
<b>"Returning Officer"</b>	The Returning Officer is responsible for the good conduct and administration of all Students' Union elections and shall have the sole interpretation of the election regulations;
<b>"Risk Assessment"</b>	a systematic process of evaluating the potential risks that may be involved in a projected activity.
<b>"Secure Petition"</b>	a written request to the Union which shall be fixed in a pre-arranged place or places or held securely on-line;
<b>"Student"</b>	any individual who is formally registered for an approved programme of study provided by De Montfort University. For the avoidance of doubt, De Montfort University shall determine whether or not an individual has student status;
<b>"Student Council"</b>	the Student body elected by and from Students constituted in accordance with these Articles and the Bye-Laws of the Union;
<b>"Student Governor"</b>	an Executive Officer who has been chosen to sit on the University's Board of Governors.
<b>"Student Groups"</b>	when a collection of Student Members who wish to participate in an activity of interest and/or opportunity.

<b>“Student Members”</b>	Students at De Montfort University who have not opted out of membership from the Union and have access to all Union services.
<b>"Trustee" and "Trustees"</b>	the governing body of the Union ensuring it is effectively and properly run, and is meeting its overall purposes and financial margins.
<b>"Union"</b>	De Montfort University Students' Union;
<b>“University”</b>	De Montfort University (DMU).
<b>“University Board of Governors”</b>	a group responsible for defining and upholding the overall character and mission of the university and the effective and efficient use of its resources.
<b>"writing"</b>	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise; and
<b>“Vote of No Confidence”</b>	vote which states that a person(s) in an elected position of responsibility is no longer deemed fit to hold that position and therein is removed.

## Appendices 2: Executive Officer Job Descriptions

### Union Development Executive

#### JOB SPECIFICATION

Job title: Union Development Executive

Salary: £19,730 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

#### JOB DESCRIPTION

##### Executive Officer responsibilities:

##### **Inspire you**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

##### **Act with and for you**

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

##### **Represent you**

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

### **Listen to you**

- Provide mentoring for the Liberations Officers and listen to their respective groups about their concerns
- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

### **Support you**

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

### **Trustee responsibilities:**

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give 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 follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

### **Role Specific responsibilities:**

- Oversee the convening of the Executive Committee, Student Council and the Annual Student Members Meeting, in accordance with the Memorandum and Articles of Association and / or Bye-laws.
- Chair Executive Committee and general meetings of the Union.
- Ensure the Board of Trustees and Executive Committee communicate with a uniform voice, and make members, Student Council, and Student Representatives aware of their (collective) obligations and responsibilities.
- Hold the authority to make emergency decisions on behalf of the Executive Committee, in situations where it cannot be convened, but report and ensure that such decisions are ratified at the following meeting of the Executive Committee.



- Be the lead Representative for promoting the Union internally and externally, including, but not limited to, Open Days, DSU Open Days, raising awareness of DSU's services within DMU.
- Act as the Union's spokesperson to key stakeholders including, but not limited to DMU, NUS, DMU International College, partner colleges, the community.
- Be the lead Representative with responsibility for driving change and improving quality, implement recommendations from kite mark audits, undertake benchmarking activities and Students' Union visits
- Be responsible for the development and strategy of all media and communication tools within the Union.
- Coordinate the Union's positions on matters requiring an external response, including but not limited to DMU, the media and the local community
- Ensure members of the Board of Trustees are aware of all communication activities relating to DSU.
- Working alongside Marketing and Communications, co-ordinate all press releases, on behalf of the Executive Committee and Board of Trustees.
- Act as the main representative with the University's Internal Communications department.
- Act as the delegation leader at all appropriate / relevant conferences, including, but not limited to, NUS Annual Conference, except where excluded by conference rules, and ensure delegates are aware of their obligations, responsibilities and Union policy.
- Be the Governance budget holder

## **Academic Executive**

### **JOB SPECIFICATION**

Job title: Academic Executive

Salary: £19,730 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

### **JOB DESCRIPTION**

#### **Executive Officer responsibilities:**

##### **Inspire you**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

##### **Act with and for you**

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

##### **Represent you**

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

### **Listen to you**

- Provide mentoring for the Liberation Officers and listen to their respective groups about their concerns
- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

### **Support you**

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

### **Trustee responsibilities:**

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give 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 follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

### **Role specific responsibilities:**

- Be responsible for all issues pertaining to academic representation within the Union, except for dealing with individual casework.
- Be responsible for the development, implementation and revision of academic strategy within the Union.
- Have strategic responsibility for Course Representatives and structures.
- Have strategic responsibility for School Representative Coordinators and structures.
- Act as a conduit for information from the Students' Union to Course Representatives.
- Have strategic responsibility for the academic issues within Personal Tutoring.
- Understand DMU's quality metrics, including but not limited to Course Level Feedback, Module Level Feedback, the National Student Survey, and support the University to use these to enhance the student experience
- Work on the Union's National Student Survey strategy and response to the Teaching Excellence Framework.
- Support the growth and development of academic societies with the Student Opportunities and Engagement Executive.

- Be the lead Officer for data collection and analysis for internal and external surveys including, but not limited to, the National Student Survey, the Postgraduate Research Experience Survey, the Postgraduate Taught Experience Survey, the Teaching Excellence Framework, the Big Survey

## Equality and Diversity Executive

### JOB SPECIFICATION

Job title: Equality and Diversity Executive

Salary: £19,730 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

### JOB DESCRIPTION

#### Executive Officer responsibilities:

##### **Inspire you**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

##### **Act with and for you**

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

##### **Represent you**

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

### **Listen to you**

- Provide mentoring for the Liberation Officers and listen to their respective groups about their concerns
- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

### **Support you**

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

### **Trustee responsibilities:**

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give 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 follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

### **Role specific responsibilities:**

- Act as the main representative on equality and diversity issues to the University.
- Embed a diverse programme of activities and opportunities for students to be involved with, including developing a programme of non-alcoholic social activities during Freshers and throughout the year.
- Be responsible for all issues pertaining to equality and diversity within the Union, except for dealing with individual casework.
- Be the lead Representative with responsibility for the University's efforts to reduce the attainment gap within DMU.
- Support the growth and development of cultural societies with the Opportunities and Engagement Executive.
- Be the lead Representative on mentoring initiatives.
- Lead on an annual event for DMU students not studying on campus
- Working alongside Student Voice and Marketing and Communications, develop a strategy for better engagement with disengaged / unengaged students.

- Working in conjunction with the appropriate Executive and Union / University staff members, lead on the strategies of the Liberation Officers.

## **Student Opportunities and Engagement Executive**

### **JOB SPECIFICATION**

Job title: Student Opportunities and Engagement Executive

Salary: £19,730 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

### **JOB DESCRIPTION**

#### **Executive Officer responsibilities:**

##### **Inspire you**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

##### **Act with and for you**

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

##### **Represent you**

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

##### **Listen to you**

- Provide mentoring for the Liberation Officers and listen to their respective groups about their concerns



- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

### **Support you**

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

### **Trustee responsibilities:**

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give 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 follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

### **Role specific responsibilities:**

- Be responsible for the development and strategy of student opportunities within the Union; facilitate initiatives that enhance the development of students.
- Be the lead Officer for Faculty engagement initiatives
- Liaise with University departments including, but not limited to, DMUglobal, DMUlocal, the Square Mile and Careers and Employability, to ensure that student opportunities are effectively promoted
- Be involved in the promotion, support and development of societies; working alongside the Activities department take responsibility for liaising with and co-ordinating society leaders and office holders
- Working in collaboration with DMUsports, be involved in the representation of and consultation with sports teams.
- Be the Students' Union's main representative to British University and Colleges Sports, ("BUCS").
- Assist with the delivery of Varsity
- Be the lead Officer for developing student opportunities within the community, be that DMU or beyond
- Be the lead Officer on student employability, be responsible for developing the Higher Education Achievement Record (HEAR) scheme and other award schemes related to employability

- Be DSU's principal representative to SRA (Student Radio Association), NaSTA (National Student Television Association) and SPA (Student Publications Association)
- Act as Chair of the Demon Board.
- Have oversight of the strategic development of Demon Media.
- Have responsibility for the following:
  - a. Demon FM: Station Controller
  - b. Demon TV: Station Controller
  - c. The Demon: Editor-in-Chief
- Act as a conduit for information from the Students' Union and the University to Demon Media

## **Welfare Executive**

### **JOB SPECIFICATION**

Job title: Welfare Executive

Salary: £19,730 per annum

Hours of work: 37 hours per week

Annual Leave: 20 days with additional bank holidays and concessionary days

### **JOB DESCRIPTION**

#### **Executive Officer responsibilities:**

##### **Inspire you**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities
- Engage with students and encourage participation

##### **Act with and for you**

- Be responsible for Union strategy, strategic planning and development and researching best practice
- Uphold and abide by the Memorandum and Articles of Association, the Bye-Laws and policies of the Union
- Understand and act on political and governmental changes within Higher Education and how these impact on students
- Act collectively (decisions and responsibilities are shared)
- Collectively assume the tasks of fellow Executive Officers in their absence
- Undertake duties in liaison with relevant staff and fellow Executive Officers
- Undertake necessary training as determined by the role
- Maintain good working relationships with fellow Executive Officers and the DSU staff team
- Carry out other reasonable duties, as required by the Board of Trustees and/or the Executive Committee

##### **Represent you**

- Be responsible for overseeing and representing the student voice
- Be jointly responsible for the delivery and implementation of the Union's legacy projects
- Improve engagement with collaborative partners, both nationally and internationally
- Attend appropriate meetings to ensure students are represented at all levels within the Union and the University.
- Hold ex-officio membership of all Union sub or delegated committees
- Lead on campaigns in the interest of their role or the Union in general, locally, nationally and internationally
- Working with Student Voice, be responsible for policy implementation

### **Listen to you**

- Provide mentoring for the Liberation Officers and listen to their respective groups about their concerns
- Participate in a minimum of 12 hours of consultation with students per month (GOATing)
- Be held to account by Student Members via Zone and Student Council.
- Be able to offer and receive constructive criticism.
- Submit reports as and when required, or when requested to do so, to general meetings of the Union, Student Council and the University.

### **Support you**

- Act as the student representative on University committees relating to student misconduct, academic appeals and complaints
- Participate in programme validations as and when required
- Participate in the continuous improvement of the Union including benchmarking with other Unions and maintaining relationships with other Unions' Officers.

### **Trustee responsibilities:**

- Work collectively as part of the Union's Trustee Board alongside Student Trustees and External Trustees.
- Give 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 follows best practice and is fit for purpose
- Have collective responsibility for the organisation's commitment to equality, health and safety, sustainability, in terms of its finance and its longevity, and other strategic themes as determined by the Trustee Board
- Be aware of all major activities, developments and communications that are taking place within the Union, particularly from Executive Committee and the Chief Executive Officer.
- Act as a cheque signatory
- Complete a mandatory Trustee induction programme at the commencement of office

### **Role specific responsibilities:**

- Be responsible for the development, implementation and revision of the welfare strategy within the Union.
- Working with Advice, be the lead Representative on the Union's welfare related strategies, including but not limited to housing, sexual health and mental health
- Be the lead representative on Cost of Living Issues.
- Be the lead Representative on Union and University initiatives corresponding to health such as the sexual health clinic.
- Be the lead Representative on the Mandala Project and the Union's campaigns on identifying and addressing specific issues including but not limited to harassment and sexual misconduct.
- Work with the University and relevant partners to ensure student safety on campus
- Facilitate and promote the awareness of support and community mechanisms and opportunities for students, such as through the WellFair during induction week.
- Maintain relationships with key partners who are able to support the Students' Union's welfare activities

- Have strategic responsibility for the signposting and welfare related issues within the Personal Tutoring system.
- Be the lead Representative for community relations and the student impact within the community
- Take strategic responsibility for Raise and Give, (“RAG”)
- Steer the RAG committee and facilitate its programme.

## **Appendices 3: Liberation Officer Job Descriptions**

### **Black, Asian, Minority Ethnicity BAME Officer**

#### **Part-time Role**

#### **ROLE DESCRIPTION**

##### **Liberation Representative Responsibilities:**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities.
- Engage with students and encourage participation in campaigns and events.
- Coordinate with other liberation representatives to ensure that campaigns remain intersectional.
- Attend Student Council, the Liberation Committee and appropriate Zone committees.
- Attend University Committees and work with relevant University departments, as appropriate.
- Produce a termly report on their activities to Student Council.
- Work closely, but not exclusively, with the Equality & Diversity Executive.

##### **Role Specific Responsibilities:**

- Lead the implementation and promotion of BAME campaigns and awareness raising events within DSU such as Black History Month.
- Engage and increase participation of the BAME Students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the BAME Students' Network to coordinate campaigns and gauge student opinion on BAME related issues.
- Ensure students are aware of BAME support mechanisms within the union and university for students such as #DareToBe.

## **Disabled Students' Officer**

### **Part-time Role**

#### **ROLE DESCRIPTION**

##### **Liberation Representative Responsibilities:**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities.
- Engage with students and encourage participation in campaigns and events.
- Coordinate with other liberation representatives to ensure that campaigns remain intersectional.
- Attend Student Council, the Liberation Committee and appropriate Zone committees.
- Attend University Committees and work with relevant University departments, as appropriate.
- Produce a termly report on their activities to Student Council.
- Work closely, but not exclusively, with the Equality & Diversity Executive.

##### **Role Specific Responsibilities:**

- Lead the implementation and promotion of Disabled Students campaigns and awareness raising events such as mental health and disability access
- Engage and increase participation of the Disabled Students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the Disabled Students' Network to coordinate campaigns and gauge student opinion on Disabled Students' related issues.
- Ensure students are aware of disabled students' support mechanisms within the union and university for students such as the Transitions Team.

## **International Students' Officer**

### **Part-time Role**

#### **ROLE DESCRIPTION**

##### **Liberation Representative Responsibilities:**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities.
- Engage with students and encourage participation in campaigns and events.
- Coordinate with other liberation representatives to ensure that campaigns remain intersectional.
- Attend Student Council, the Liberation Committee and appropriate Zone committees.
- Attend University Committees and work with relevant University departments, as appropriate.
- Produce a termly report on their activities to Student Council.
- Work closely, but not exclusively, with the Equality & Diversity Executive.

##### **Role Specific Responsibilities:**

- Lead the implementation and promotion of International Students' campaigns and awareness raising events such as homesickness and integration.
- Engage and increase participation of the International Students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the International Students' Network to coordinate campaigns and gauge student opinion on International Students' related issues.
- Ensure students are aware of international support mechanisms within the union and university for students such as the International Student Support department.



## **Lesbian, Gay, Bisexual, Transgender, Queer+ (LGBTQ+) Officer**

### **Part-time Role**

#### **ROLE DESCRIPTION**

##### **Liberation Representative Responsibilities:**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities.
- Engage with students and encourage participation in campaigns and events.
- Coordinate with other liberation representatives to ensure that campaigns remain intersectional.
- Attend Student Council, the Liberation Committee and appropriate Zone committees.
- Attend University Committees and work with relevant University departments, as appropriate.
- Produce a termly report on their activities to Student Council.
- Work closely, but not exclusively, with the Equality & Diversity Executive.

##### **Role Specific Responsibilities:**

- Lead the implementation and promotion of LGBTQ+ campaigns and awareness raising events such as Pride Month and transgender rights.
- Engage and increase participation of the LGBTQ+ Students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the LGBTQ+ Students' Network to coordinate campaigns and gauge student opinion on LGBTQ+ related issues.
- Ensure students are aware of LGBTQ+ support mechanisms within the union and university for students.

## **Women's Officer**

### **Part-time Role**

#### **ROLE DESCRIPTION**

##### **Liberation Representative Responsibilities:**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities.
- Engage with students and encourage participation in campaigns and events.
- Coordinate with other liberation representatives to ensure that campaigns remain intersectional.
- Attend Student Council, the Liberation Committee and appropriate Zone committees.
- Attend University Committees and work with relevant University departments, as appropriate.
- Produce a termly report on their activities to Student Council.
- Work closely, but not exclusively, with the Equality & Diversity Executive.

##### **Role Specific Responsibilities:**

- Lead the implementation and promotion of Women's campaigns and awareness raising events such as gender equality and the gender pay gap.
- Engage and increase participation of the Women's community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the Women's Network to coordinate campaigns and gauge student opinion on Women's related issues.
- Ensure students are aware of women's support mechanisms within the union and university for students such as Mandala.

## **Mature Students' Officer**

### **Part-time Role**

#### **ROLE DESCRIPTION**

##### **Liberation Representative Responsibilities:**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities.
- Engage with students and encourage participation in campaigns and events.
- Coordinate with other liberation representatives to ensure that campaigns remain intersectional.
- Attend Student Council, the Liberation Committee and appropriate Zone committees.
- Attend University Committees and work with relevant University departments, as appropriate.
- Produce a termly report on their activities to Student Council.
- Work closely, but not exclusively, with the Equality & Diversity Executive.

##### **Role Specific Responsibilities:**

- Lead the implementation and promotion of Mature Students' campaigns and awareness raising events such as integration, childcare and adjustment to University life.
- Engage and increase participation of the Mature Students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the Mature Students' Network to coordinate campaigns and gauge student opinion on Mature Students' related issues.
- Ensure students are aware of mature students' support mechanisms within the union and university for students, such as the transitions department.

## **Postgraduate Students' Officer**

### **Part-time Role**

#### **ROLE DESCRIPTION**

##### **Liberation Representative Responsibilities:**

- Embrace the values of the Students' Union and be a positive change agent for all students despite specific portfolio responsibilities.
- Engage with students and encourage participation in campaigns and events.
- Coordinate with other liberation representatives to ensure that campaigns remain intersectional.
- Attend Student Council, the Liberation Committee and appropriate Zone committees.
- Attend University Committees and work with relevant University departments, as appropriate.
- Produce a termly report on their activities to Student Council.
- Work closely, but not exclusively, with the Equality & Diversity Executive.

##### **Role Specific Responsibilities:**

- Lead the implementation and promotion of Postgraduate Students' campaigns and awareness raising events such as integration, childcare and adjustment to University life.
- Engage and increase participation of the Postgraduate Students' community at DSU and represent their best interests to the Union and University.
- Chair and govern all meetings of the Postgraduate Students' Network to coordinate campaigns and gauge student opinion on Postgraduate Students' related issues.
- Ensure students are aware of postgraduate students' support mechanisms within the union and university for students such as the Doctoral College.

## **Appendices 4: Vote of No Confidence Procedure for Course Representatives and Student Group Committee Members**

### **1. Course Representatives:**

- 1.1. A petition signed by 10% of the cohort, or 5 members, whichever is higher and must be brought with P Numbers.
- 1.2. The petition must be sent to the Voice Team of the Students' Union who can facilitate the vote in an online format
- 1.3. The vote will take place within the next 10 working days, after the petition numbers are verified, in which time the Course Representative will still be able to undertake their duties.
- 1.4. The Course Representative and petition owner will be invited to give a written statement which is no longer than 300 words, to be sent out to the electorate with their voter codes.
- 1.5. The question shall state: 'Should [NAME] be removed from their role as Course Representative for [COURSE NAME]'.
- 1.6. The voting options shall be 'Yes,' 'No,' and 'Abstain'.
- 1.7. A resolution may only be passed if at least 20% of eligible members cast a vote and the majority (50% + 1) are cast in favour of the resolution.
- 1.8. In the event of a Course having less than 10 members, 50% + 1 must turnout in order for the resolution to be passed.
- 1.9. The vote shall be supervised by the Returning Officer in accordance to the Elections Bye-Law.

### **2. Student Groups:**

- 2.1. To call a vote of no confidence a petition signed by 10% of the student group membership, or 5 members, whichever is higher and must be brought with P Numbers.
- 2.2. The petition must be sent to the Activities Team of the Students' Union who can facilitate the vote in an online format
- 2.3. The vote will take place within the next 10 working days, after the petition numbers are verified, in which time the Student Group Committee member will still be able to undertake their duties.
- 2.4. The Student Group Committee member and petition owner will be invited to give a written statement which is no longer than 300 words, to be sent out to the electorate with their voter codes.
- 2.5. The question shall state: 'Should [NAME] be removed from their role as Student Group Committee member for [STUDENT GROUP NAME]'?
- 2.6. The voting options shall be: 'Yes,' 'No,' and 'Abstain'.

- 2.7. A resolution may only be passed if at least 20% of eligible members cast a vote and the majority (50% + 1) are cast in favour of the resolution.
- 2.8. The vote shall be supervised by the Returning Officer in accordance to the Elections Bye-Law

## **Appendices 5: Policy Template**

### **1. Purpose and Scope**

- 1.1. *State what the aim of the policy is, who it applies to, and the key principles and values behind it.*
- 1.2. *E.g. This Zero Plastic Straws Policy aims to ensure the Union is demonstrating its environmental commitment and responsibility with reducing its waste of plastic in all Union outlets.*

### **2. Background**

- 2.1. *A brief background on any relevant legislation or external issues, and any definitions of words which may lead to confusion so to provide avoidance of doubt.*
- 2.2. *E.g. single-use plastics such as plastic straws have a huge effect on the environment and wildlife, with it recently been found to affect marine life in particular...*

### **3. Existing Policies**

- 3.1. *Briefly mention any relevant policies the Union and University may have and if link with this one.*
- 3.2. *E.g. The University's Environmental Impact Policy [fictional]*

### **4. Responsible Party**

- 4.1. *Outline which Executive Officer is responsible for the implementation of this policy.*
- 4.2. *E.g. Union Development Representative*

### **5. Policy Content**

- 5.1. *This section needs to include the policy's full information on what the Union is committing to and/or acting on.*
- 5.2. *E.g. The Union will not supply plastic straws in any of the outlets it owns. It will instead use paper-based straws [...]*

### **6. Policy Review Date**

- 6.1. *This needs to include what date the policy needs to be reviewed – i.e. from 2 years of the policy being passed.*