

Schedule D:
General Duties and Responsibilities of Elected Officers and
Representatives

1. Sabbatical Officers of the Union shall:

- (a) Maintain full membership of the Union throughout the period of elected office.
- (b) Serve the interests of the Union and its membership between 1 August and 31 July in the next following year.
- (c) Alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with Regulations B and C of the Constitution and Schedule E.
- (d) Alone or with others, discharge any further duties and responsibilities that may be requested or delegated by the Executive or SRC.
- (e) Be answerable in the first instance to the Executive.
- (f) Bear the responsibilities, individually and collectively with the other Sabbatical Officers, of a charity trustee within the provisions of charitable law.
- (g) Bear the responsibilities, individually and collectively with the other Sabbatical Officers of ensuring the Union complies with the requirements of the Education Act 1994.
- (h) Produce reports for UC on activity with regard to their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

2. Non-Sabbatical Officers of the Union shall:

- (a) Remain eligible for and maintain full membership of the Union throughout the period of elected office.
- (b) Serve the interests of the Union and its membership between 1 August and 31 July in the following year.
- (c) Alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with Regulations B and C of the Constitution and Schedule E.
- (d) Alone or with others, discharge any further duties and responsibilities that may be requested or delegated by the Executive or SRC.
- (e) Be answerable in the first instance to the Executive.
- (f) Be available to undertake Union activities, excluding meetings of the Union and its Standing Committees for a minimum of 4 (four) hours a week.
- (g) Bear the responsibilities, individually and collectively with other Executive Officers to ensure the Union operates within the provisions of charitable law.
- (h) Bear the responsibilities, individually and collectively with other Executive Officers of ensuring the Union complies with the requirements of the Education Act 1994.
- (i) Produce a report for UC in the 1st and 2nd term with regard to activity in their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

3. Union Councillors and Group Representatives shall:

- (a) Remain eligible for and maintain full membership of the Union throughout the period of elected office.
- (b) Serve the interests of the Union members from the relevant School/Department/Group throughout the period of office.
- (c) Alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with Regulations B and C of the Constitution and Schedule E.

- (d) Alone or with others, discharge any further duties and responsibilities that may be requested or delegated by the UC.
- (e) Be answerable in the first instance to UC.
- (f) Be available for consultation with members of the Union at the relevant School/Department/Group excluding the duration of meetings of the Union or its Standing Committees, for a minimum of 1 (one) hour per week.
- (g) Bear the responsibility, individually and collectively, with other UC members, to co-operate with Executive Officers to ensure the Union operates within the provisions of charitable law.
- (h) Bear the responsibility, individually and collectively, with other UC members to co-operate with Executive Officers to ensure the Union complies with the requirements of the Education Act 1994.

4. Members of NUS delegation (if any) shall:

- (a) Remain eligible for and maintain full membership of the Union throughout the period of elected office.
- (b) Attend any NUS National Conferences called during the period of office.
- (c) Discharge all duties and responsibilities established in accordance with Regulation C of the Constitution.
- (d) Discharge any further duties and responsibilities, which may be requested or delegated by the delegation leader.
- (e) Be answerable in the first instance to UC.
- (f) Be available for any pre or post Conference meetings called by the delegation leader.
- (g) Bear the responsibility, individually and collectively with other NUS delegation members, to co-operate with Executive Officers to ensure the Union operates within the provisions of charitable law.
- (h) Bear the responsibility, individually and collectively with other NUS delegation members to co-operate with Executive Officers to ensure the Union complies with the requirements of the Education Act 1994.