

**Schedule E :**  
**Specific Titles, Duties and Responsibilities of Members of the**  
**Executive Committee and Group Representatives**

1. Section D and Regulation 2.5.1 to the Constitution establishes that there should be an Executive Committee comprising of:
  - (a) Four Sabbatical Officers, one of whom shall be President.
  - (b) Eight Non-Sabbatical Officers.
  - (c) Four elected representatives of UC.
  
2. The specific titles of the Sabbatical Officers shall be:
  - (a) President.
  - (b) Vice-President: Education and Student Development.
  - (c) Vice-President: Welfare.
  - (d) Vice-President: Communications.
  
3. The specific titles of the Non-Sabbatical Officers shall be:
  - (a) Women Students' Officer.
  - (b) Postgraduate Students' Officer.
  - (c) Students With Disabilities Officer.
  - (d) Lesbian, Gay and Bisexual Students' Officer.
  - (e) International Students' Officer.
  - (f) Racial Equality Officer.
  - (g) General Executive Officer (there shall be two General Executive Officers.)
  
4. The specific titles of the Group Representatives shall be:
  - (a) Mature Students' Representative.
  - (b) Part-time Students' Representative.

The specific duties and responsibilities of all members of the Executive Committee and the Group Representatives are established in paragraphs 5-17 below.

## **5 President**

### ***General Responsibility:***

To have overall responsibility to the Union membership through the Union Council and Union General Meetings for all aspects of the Union's activities.

### ***Specific Duties:***

#### **5.1 Co-ordination and Organisation**

- (a) To act as the Union's Principal Organiser.
- (b) To be the designated employer of all staff in the Union and to be responsible through the General Manager and to the Union Executive Committee for all staffing matters.
- (c) To be responsible for the organisation, monitoring and proper notification of the Union's governmental structures (including agenda and minute preparation, notification, etc.)
- (d) To be responsible for the maintenance and upholding of the Union's Constitution and to advise the Union Council on related matters.
- (e) To co-ordinate the election of students to the Union Council.
- (f) To advise the Union Finance and Services Committee on organisational matters.
- (g) To co-ordinate the activities of other members of the Executive in line with the principles of collective responsibility via the Executive Committee.
- (h) To ensure that CUSU's website provides an accurate timetable of Union meetings.
- (i) To co-ordinate the updating of CUSU's website by the appropriate Union Officers and staff.

#### **5.2 Representation**

- (a) To maintain relations with the Officers of the University and liaise with them where appropriate.
- (b) To maintain relations with the National Union of Students (NUS) and associated bodies.
- (c) To be an ex-officio delegate and delegation leader to NUS Conference. To co-ordinate the NUS Delegation. To be an ex-officio delegate to NUS Conference.
- (d) To maintain relations with staff Trade Unions, other Students' Unions and other relevant external bodies.
- (e) To attend the following CUSU governing bodies and Committees: Union Council, AGM, EUGM, Executive Committee, Finance and Services Committee, Sports Arena, Societies Forum, Education & Welfare, Entertainments, Editorial Committee, Disciplinary Committee, Joint-Negotiating Committee.
- (f) To attend the following University governing bodies and Committees: Council, Senate, Court, Joint Health and Safety Committee, Finance and General Purposes Committee, Estates and Buildings Committee, Senate-Student Liaison Committee, and such committees as may be appropriate.

#### **5.3 Services.**

To be responsible for:

- (a) The supervision of the correct procedures being followed in the operations of CUSU clubs and societies.
- (b) Assisting and advising, when necessary, in the allocation of clubs and societies budgets.
- (c) Monitoring and development of the Union's commercial services.
- (d) With the Sabbatical Officer with responsibility for communications, for the promotion of the Students' Union for the purposes of generating sponsorship income.

#### **5.4 Finance**

- (a) To be an authorised cheque signatory.
- (b) To be the official signatory for all contracts, leases, agreements and undertakings that the Union may enter into.
- (c) To be responsible for ensuring that the correct financial procedures and controls are followed and adhered to.
- (d) To be responsible for authorising expenditure within the policy laid down by the Finance and Services Committee of CUSU.
- (e) To advise the Finance and Services Committee on the submission for the block grant and to be responsible for its negotiation with the University.
- (f) To be responsible for preparing the annual budget for CUSU in co-operation with the Finance and Services Committee.
- (g) To oversee the spending and control of individual departments budgets once allocated.
- (h) To be responsible for researching and developing new and existing sources of income.
- (i) To assist the Sabbatical Officer with responsibility for communications, if necessary in the preparation of the CUSU handbook.

#### **5.5 General**

- (a) To undertake such training courses and events as are deemed necessary to perform the requirements of the role.
- (b) To co-operate with Union Officers and post-holders in the execution of their duties.
- (c) Hours of work - All Sabbatical Officers are expected to work at least 35 hours a week. They are expected to be at work no later than 10am and should expect to work until 5pm. Hours may be irregular due to weekend and evening work requirements.

#### **All 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 members throughout the period of elected office.
- (c) Alone, or with others, as appropriate discharge all duties and responsibilities established in accordance with the Constitution and its Schedules.
- (d) Alone, or with others, discharge any further duties and responsibilities that may be requested or delegated by the Executive or the UC.
- (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 four hours a week.
- (g) Bear the responsibilities, individually and collectively with other Sabbatical Officers to ensure the Union operates within the provisions of charitable law.
- (h) Bear the responsibilities, individually and collectively with other Sabbatical Officers for ensuring the Union complies with the requirements of the Education Act 1994.
- (i) 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.

## **6 Vice-President: Education and Student Development**

### ***General Responsibility:***

To have overall responsibility to the Union membership through the Union Council and Union General Meetings for the organisation and co-ordination of academic affairs.

### ***Specific Duties:***

#### **6.1 Education**

- (a) To ensure the proper election of student representatives to Boards of Studies in accordance with the University's ordinances.
- (b) To liaise with University departments to promote the role of the Student' Union in the quality assurance process. To liaise with the Boards of Studies to promote the role of the Students' Union as previous.
- (c) To co-ordinate the activities of Boards of Studies in University wide academic affairs.
- (d) To develop and run training for Boards of Studies and UC representatives at the start of and during the academic year.
- (e) To give special attention to the Boards of Studies representatives at outlying sites of the University.
- (f) To liaise with and support Boards of Studies representatives on departmental committees as appropriate.
- (g) To be responsible for the production of a handbook for Boards of Studies representatives and regular newsletters to disseminate important national and local education news.
- (h) To develop and promote opportunities which aim to develop students' non-academic and transferable skills.
- (i) To assist and advise students with academic appeals.

#### **6.2 Representation, Policy and Campaigns**

- (a) To organise and co-ordinate education campaigns and to disseminate education information in line with Union policy throughout the University as mandated by UC.
- (b) To facilitate the Students' Union's Education & Welfare Committee.
- (c) To assist part-time Officers with work relating to educational issues.
- (d) To liaise with the University to promote student views and opinions on the University's educational services such as library and computing facilities.
- (e) To be the Sabbatical Officer with responsibility for student learning programmes within the Union.
- (f) To attend the following CUSU governing bodies and committees: UC, AGM, EUGM, Executive Committee, Finance and Services Committee, Education Committee, Editorial Committee, Entertainments Committee, Sports Arena, Societies Forum, RAG Committee.
- (g) To attend the following University Governing Bodies and Committees: Council, Senate, Court, Academic Policy Committee, Courses Committee, Senate-Student Liaison Committee.

#### **6.3 Research, Advice and Information**

- (a) To research into current issues in Higher Education.
- (b) To survey student opinion on academic matters as appropriate.
- (c) To visit each of the academic sites on a regular, advertised basis to hold surgeries to deal with academic queries with students.
- (d) To co-ordinate the effective provision of advice and support to students on academic matters and to closely liaise with the CUSU Welfare Unit.

- (e) To maintain a resource library of academic and educational information in a form most appropriate to students needs.
- (f) To update the CUSU web site as appropriate with relevant academic news.

#### **6.4 General**

- (a) To undertake such training courses and events as are deemed necessary to perform to requirements of the role.
- (b) To develop links with external organisations/agencies in order to further develop or improve the education services of the Union.
- (c) To maintain relations with the appropriate University staff, in particular the Academic Registrars department and the Student Services department.
- (d) To co-operate with Union Officers and post-holders in the execution of their duties.
- (e) Hours of work - All Sabbatical Officers are expected to work at least 35 hours a week. They are expected to be at work no later than 10am and should expect to work until 5pm. Hours may be irregular due to weekend and evening work requirements.

#### **All 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 members throughout the period of elected office.
- (c) Alone, or with others, as appropriate discharge all duties and responsibilities established in accordance with the Constitution and its Schedules.
- (d) Alone, or with others, discharge any further duties and responsibilities that may be requested or delegated by the Executive or the UC.
- (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 four hours a week.
- (g) Bear the responsibilities, individually and collectively with other Sabbatical Officers to ensure the Union operates within the provisions of charitable law.
- (h) Bear the responsibilities, individually and collectively with other Sabbatical Officers for ensuring the Union complies with the requirements of the Education Act 1994.
- (i) 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.

## **7 Vice-President: Welfare**

### ***General Responsibility:***

To have an overall responsibility to the Union membership through the Union Council and Union General Meetings for the organisation and co-ordination of welfare matters.

### ***Specific Duties:***

#### **7.1 Welfare**

- (a) To undertake the training and supervision necessary to advise students on routine welfare issues, and to keep confidential and accurate records of casework in line with the Advice Centre.
- (b) Alongside the Advice Centre Manager to co-ordinate and be responsible for the activities of the Advice Centre.
- (c) To be responsible for the collection of feedback on the Advice Centre's services and for co-ordinating any action this may prompt.
- (d) To liaise with Halls Chairs to promote the welfare of hall residents.
- (e) To liaise with University service providers, e.g. Health Centre, Sports Centre as appropriate with regards to welfare issues.
- (f) To be responsible for promoting Equal Opportunities, both to the student body and within the Students' Union's employment practices.

#### **7.2 Representation, Policy and Campaigns**

- (a) To organise and co-ordinate welfare campaigns and to disseminate welfare and education information in line with Union policy throughout the University as mandated by UC.
- (b) To oversee the implementation of environmental policy.
- (c) To facilitate the Students' Union's Education & Welfare Committee.
- (d) To co-ordinate and assist with Part-time Officers campaigns relating to non-academic issues.
- (e) To attend the following CUSU governing bodies and committees: UC, AGM, EUGM, Executive Committee, Finance and Services Committee, Education & Welfare Committee, Editorial Committee, Entertainments Committee.
- (f) To attend the following University Governing Bodies and Committees: Council, Senate, Court, Welfare Committee, Disability Committee, Ethical Committee, Joint Health and Safety Committee, Senate-Student Liaison Committee

#### **7.3 Research, Advice and Information**

- (a) To research into current welfare issues in Higher Education and the general welfare of students.
- (b) To survey student opinion on welfare matters as appropriate.
- (c) To visit each of the academic sites on a regular, advertised basis to hold surgeries to deal with the welfare queries of students.
- (d) To maintain a resource library of welfare information in a form most appropriate to students needs.
- (e) To update the CUSU web site as appropriate with regards to welfare issues and information.

#### **7.4 General**

- (a) To undertake such training courses and events as are deemed necessary to perform the requirements of the role.
- (b) To develop links with external organisations/agencies in order to further develop or improve the education and welfare services of the Union.

- (c) To maintain relations with the appropriate University staff, in particular the Academic Registrars department and the Student Services department.
- (d) To co-operate with Union Officers and post-holders in the execution of their duties.
- (e) Hours of work - All Sabbatical Officers are expected to work at least 35 hours a week. They are expected to be at work no later than 10am and should expect to work until 5pm. Hours may be irregular due to weekend and evening work requirements.

**All 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 members throughout the period of elected office.
- (c) Alone, or with others, as appropriate discharge all duties and responsibilities established in accordance with the Constitution and its Schedules.
- (d) Alone, or with others, discharge any further duties and responsibilities that may be requested or delegated by the Executive or the UC.
- (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 four hours a week.
- (g) Bear the responsibilities, individually and collectively with other Sabbatical Officers to ensure the Union operates within the provisions of charitable law.
- (h) Bear the responsibilities, individually and collectively with other Sabbatical Officers for ensuring the Union complies with the requirements of the Education Act 1994.
- (i) 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.

## **8 Vice-President: Communications**

### *General Responsibility:*

To have overall responsibility to the Union membership through Union Council and Union General Meetings for the Union's internal and external communications. For the production of Union publications, and the promotion of Union affairs, with particular attention to the needs of students from split sites.

### *Specific Duties:*

#### **8.1 Communications**

- (a) To communicate the activities of the Students' Union to the membership.
- (b) To make the needs of students studying away from the Northampton Square site a priority when doing this.
- (c) To publicise meetings of the UC, AGMs, EUGMs and Referenda to the Union membership.
- (d) To work closely with the Entertainments and Marketing Manager in the marketing of the Union's services to the membership.

#### **8.2 Publications**

- (a) To be the Editor of the Union's publications.
- (b) To be responsible for organising Journalism student placements, or part time staff to layout regular Union publications, such as a magazine.
- (c) To be responsible, according to an agreed schedule, for the regular production and distribution of the Union's publications.
- (d) To be responsible for the annual production of the Union handbook, or similar publication.
- (e) To co-ordinate a meeting of the Editorial Committee prior to the publication of each edition of the Union magazine and Handbook.
- (f) To maintain a library of Union publicity material and past handbooks and newspapers/magazines.
- (g) To be responsible for the provision and regular maintenance of an appropriate means of distributing and displaying the Union's publicity material within all University sites.

#### **8.3 External Affairs**

- (a) To act as the Union Press Officer in supplying authorised comments on the Union's activities to internal and external bodies.
- (b) To be responsible for maximising the income available from the sale of advertising space in all Union publications.
- (c) To be responsible, with the President, for the promotion of the Students' Union for the purposes of generating sponsorship income.

#### **8.4 Finance**

- (a) To act as an authorised signatory in the absence of the President.
- (b) To uphold the financial regulations of CUSU.

#### **8.5 General**

- (a) To attend the following CUSU governing bodies and committees: UC, AGM, EUGM, Executive Committee, Finance and Services Committee, Editorial Committee, Entertainments Committee, Sports Arena, Societies Forum.

- (b) To attend the following University governing bodies and committees: Council, Senate, Court, Senate-Student Liaison Committee and others as may be appropriate.
- (c) To undertake such training courses and events as are deemed necessary to perform the requirements of the role.
- (d) To develop links with external organisations/agencies in order to further develop the communications of the Union.
- (e) To maintain relations with the appropriate University staff.
- (f) To co-operate with Union Officers and post-holders in the execution of their duties.
- (g) Hours of work - All Sabbatical Officers are expected to work at least 35 hours a week. They are expected to be at work no later than 10am and should expect to work until 5pm. Hours may be irregular due to weekend and evening requirements.

**All 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 members throughout the period of elected office.
- (c) Alone, or with others, as appropriate discharge all duties and responsibilities established in accordance with the Constitution and its Schedules.
- (d) Alone, or with others, discharge any further duties and responsibilities that may be requested or delegated by the Executive or the UC.
- (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 four hours a week.
- (g) Bear the responsibilities, individually and collectively with other Sabbatical Officers to ensure the Union operates within the provisions of charitable law.
- (h) Bear the responsibilities, individually and collectively with other Sabbatical Officers for ensuring the Union complies with the requirements of the Education Act 1994.
- (i) 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.

## **Non-Sabbatical Officer**

### **9 Women Students' Officer**

- 9.1 Shall be a female full member of CUSU.
- 9.2 Shall canvas and represent the views of the female membership.
- 9.3 Shall ensure that information relevant to the female membership is made available by the Union.
- 9.4 Shall initiate change through the Union committee structure to ensure that female members are fairly represented within CUSU and its services.
- 9.5 Shall be concerned with Women's safety on and off campus.
- 9.6 Shall ensure that CUSU adheres to policy passed concerning women's issues.
- 9.7 Shall sit on Union Council, Executive Committee, and Education & Welfare Committee.

#### **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 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) 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 1<sup>st</sup> and 2<sup>nd</sup> term with regard to activity in their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

## **Non-Sabbatical Officers**

### **10 Postgraduate Students' Officer**

- 10.1** Shall be a postgraduate full member of CUSU.
- 10.2** Shall canvas and represent the views of the postgraduate membership.
- 10.3** Shall ensure that all information relevant to the postgraduate membership is made available by the Union.
- 10.4** Shall initiate change through the Union committee structure to ensure that postgraduate members are fairly represented within CUSU and its services.
- 10.5** Shall ensure that CUSU adheres to policy passed concerning postgraduate issues.
- 10.6** Shall sit on Union Council, Executive Committee, and Education & Welfare Committee.

#### **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 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 UC.
- 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 1<sup>st</sup> and 2<sup>nd</sup> term with regard to activity in their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

## **Non-Sabbatical Officers**

### **11 Students With Disabilities Officer**

- 11.1** Shall be a disabled full member of CUSU.
- 11.2** Shall canvas and represent the views of the disabled membership.
- 11.3** Shall ensure that all information relevant to the disabled membership is made available by the Union.
- 11.4** Shall initiate change through the Union Committee structure to ensure that disabled members are fairly represented within CUSU and its services.
- 11.5** Shall ensure that CUSU adheres to policy passed concerning issues affecting disabled members.
- 11.6** Shall sit on Union Council, Executive Committee, and Education & Welfare Committee.

#### **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 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 UC.
- (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 1<sup>st</sup> and 2<sup>nd</sup> term with regard to activity in their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

## **Non-Sabbatical Officers**

### **12 Lesbian, Gay & Bisexual Students' Officer**

- 12.1** Shall be a full member of CUSU.
- 12.2** Shall be elected by the Lesbian, Gay and Bisexual (LGB) membership of the Students' Union.
- 12.3** Shall canvas and represent the views of the LGB membership.
- 12.4** Shall ensure that all information relevant to the LGB membership is made available by the Union.
- 12.5** Shall initiate change through the Union committee structure to ensure that LGB members are fairly represented within CUSU and its services.
- 12.6** Shall ensure that CUSU adheres to policies passed concerning issues affecting LGB members.
- 12.7** Shall sit on Union Council, Executive Committee, and Education & Welfare Committee.

#### **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 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 UC.
- (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 1<sup>st</sup> and 2<sup>nd</sup> term with regard to activity in their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

## **Non-Sabbatical Officers**

### **13 International Students' Officer**

- 13.1** Shall be an international student and a full member of CUSU.
- 13.2** Shall canvas and represent the views of the international student membership.
- 13.3** Shall ensure that all information relevant to the international student membership is made available by the Union.
- 13.4** Shall initiate change through the Union committee structure to ensure that international student members are fairly represented within CUSU and its services.
- 13.5** Shall ensure that CUSU adheres to policy passed concerning issues affecting international student members.
- 13.6** Shall sit on Union Council, Executive Committee, and Education & Welfare Committee.

#### **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 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 UC.
- (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 1<sup>st</sup> and 2<sup>nd</sup> term with regard to activity in their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

## **Non-Sabbatical Officers**

### **14 Racial Equality Officer**

- 14.1** Shall be a full member of CUSU.
- 14.2** Shall canvas and represent the views of members who have been, or might expect to be, discriminated against on racial grounds.
- 14.3** Shall ensure that all information relevant to these members is made available by the Union.
- 14.4** Shall initiate change through the Union committee structure to ensure that these members are fairly represented within the Union's and University's services.
- 14.5** Shall ensure that CUSU adheres to policy passed concerning issues surrounding racial discrimination.
- 14.6** Shall sit on Union Council, Executive Committee, and Education & Welfare Committee.

#### **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 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 UC.
- (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 1<sup>st</sup> and 2<sup>nd</sup> term with regard to activity in their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

## **Non-Sabbatical Officers**

### **15 General Executive Officer**

- 15.1** Shall be a full member of CUSU.
- 15.2** Shall canvas and represent the views of all membership.
- 15.3** Shall ensure that information relevant to the membership is made available by the Union.
- 15.4** Shall initiate change through the Union committee structure to ensure that the membership is fairly represented within CUSU and its services.
- 15.5** Shall ensure that CUSU adheres to policy passed concerning the general membership.
- 15.6** Shall sit on Union Council and Executive Committee.

#### **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 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)** 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 1<sup>st</sup> and 2<sup>nd</sup> term with regard to activity in their areas of responsibility and be prepared to answer questions from UC with regard to the reports.

## **Group Representatives**

### **16 Mature Students' Representative**

- 16.1** Shall be a mature student and full member of CUSU.
- 16.2** Shall canvas and represent the views of the mature student membership.
- 16.3** Shall ensure that information relevant to the mature student membership is made available by the Union.
- 16.4** Shall initiate change through the Union committee structure to ensure that mature student members are fairly represented within CUSU and its services.
- 16.5** Shall ensure that CUSU adheres to policy passed concerning issues affecting the mature student members.
- 16.6** Shall sit on Union Council, and Education & Welfare Committee.

#### **Group Representatives 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 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 UC.
- (e)** Be answerable in the first instance to UC.
- (f)** Be available to undertake Union activities, excluding meetings of the Union and its Standing Committees for a minimum of 2 (two) hours a week.

## **Group Representatives**

### **17 Part-time Students' Representative**

- 17.1** Shall be a part-time student and a full member of CUSU.
- 17.2** Shall canvas and represent the views of the part-time student membership.
- 17.3** Shall ensure that all information relevant to the part-time student membership is made available by the Union.
- 17.4** Shall initiate change through the Union committee structure to ensure that part-time student members are fairly represented within CUSU and its services.
- 17.5** Shall ensure that CUSU adheres to policy passed concerning issues affecting part-time student members.
- 17.6** Shall sit on Union Council, and Education & Welfare Committee.

#### **Group Representatives 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 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 UC.
- (e)** Be answerable in the first instance to UC.
- (f)** Be available to undertake Union activities, excluding meetings of the Union and its Standing Committees for a minimum of 2 (two) hours a week.