

President Elections 2022

President Exeter Job Description



President Exeter Job Description

(as outlined in the Bye-Laws)

1. Sabbatical Officers

1.1 The Sabbatical Officers (Hence forth called 'the Officers') are responsible for the governance of the Union and the representation of students through consultation with the student body.

1.2 The four Officers' titles will be President Exeter, President Falmouth, President Student Experience and President Welfare & Inclusivity.

2. Officer Roles

2.1 The Exeter and Falmouth Presidents will be responsible for the academic representation of students from their respective institutions; these roles can only be elected by the students of the respective institutions.

2.2 The President Student Experience shall be elected by students from both institutions, and so shall represent all students at Falmouth University and University of Exeter Cornwall Campuses regarding sport and recreation facilities, activities and events.

2.3 The President Welfare and Inclusivity shall be elected by students from both institutions, and so shall represent all students at Falmouth University and University of Exeter Cornwall Campuses regarding welfare issues.

2.4 The Officers roles are described in more detail in the individual job descriptions.

3. Governance

3.1 The Officers' responsibilities regarding the Governance of the Union are, but are not limited to, the following:

3.1.1 Attendance at Trustee Board meetings to make informed decisions for the benefit of students and the Union as an organisation;

3.1.2 Carry out other duties within the scope of the role, set out in the Constitution and Bye-Laws, or as mandated by the Board or Student Council;

3.1.3 Support and be a member of The SU committees as required;

3.1.4 Ensure that The SU policies and procedures are adhered to and contribute to the amendment or development of these as required.

4. Representation

4.1 The Officers' responsibilities regarding representation of the student body are, but are not limited to, the following:

4.1.1 To attend meetings such as committees and Student Council;

4.1.2 To seek student opinion on matters of interest and/or importance to them;

4.1.3 To inform students of any issues/ activities/ plans, etc that may be of importance or interest to them, particularly those that may affect their experience as a student.

5. Services

5.1 The Officers' must work closely alongside the other staff to ensure that services and operations run effectively, to develop existing and new services where appropriate and within the scope of the role.

5.2 To liaise with staff from the institutions and service provider to ensure that all services available to the students are run effectively and in the students' best interests.

6. Employment

6.1 The Officers' term of employment will run from mid-June on the year they are elected to 30 June the following year.

6.2 An Officer may run for a second term in office but must take annual leave whilst campaigning.

6.3 The Officers may not apply for further employment within the Students' Union for a period of 3 years following the termination of their role.

6.4 The Officers' will be paid an annual salary that reflects the work and responsibilities required of them and is in line with the salaries of Officers at other Students' Unions.

6.5 The Officers' will receive reimbursement of reasonable expenses incurred whilst conducting The SU business.

7. Job Descriptions

All job descriptions are subject to change by The SU Board

Position: Sabbatical and Trustee

Job Title: President Exeter

Elected: By ballot of all University of Exeter students at the Cornwall Campuses.

Term of Office: 12.5 Months commencing mid-June to 30 June

Accountable to: The Student Body via the Student Council

PURPOSE OF ROLE

As an Trustee and member of the management team, to take a leading role in supporting staff and students in the planning and delivery of services to promote and support a positive student experience and academic achievement. To consult with students of UECC and ensure that their views and needs are represented at all levels of decision-making processes within University of Exeter. To support and represent UECC students both individually and at relevant meetings. To develop and maintain positive working relationships with colleagues within the Exeter Guild and University of Exeter Streatham campus to ensure that the views and needs of students at the Cornwall Campuses are reflected in decision making processes.

KEY AREAS OF RESPONSIBILITY & DUTIES

1. Governance

1.1 To be a trustee of The SU, and, as such, to take (collective) responsibility for the effective operation of the organisation, making informed decisions for the benefit of students and The SU (as an organisation)

1.2 To carry out any other duties which are reasonably within the scope of the role; or as set out in the Constitution & Bye-Laws; or as mandated by the Board or Student Council

1.3 To support and be a member of The SU committees, as required

1.4 To ensure that The SU policies and procedures are adhered to at all times, and, where necessary, contribute to the amendment or development of a policy

2. Representation

2.1 To represent students of the University of Exeter Cornwall Campuses - within institutional committees and areas including Cornwall Executive Group and the Vice-Chancellor's Liaison Group.

2.2 To attend meetings and undertake specific tasks and duties in order to represent students .

2.3 To seek student opinion on matters of interest and/or importance to them.

- 2.4 To inform students of any issues / activities / plans etc. that may be of importance or interest to them, particularly those which may impact their experience as a student.
- 2.5 To be aware of, and involved in, current and future developments of UECC, representing students' views as appropriate, and supporting a positive relationship with The SU.
- 2.6 To carry out formal consultation processes with students in liaison with relevant staff to inform service delivery and developments.
- 2.7 To provide regular information regarding current student issues and opinions to staff and others to inform service delivery and developments.
- 2.8 To represent students in the local and wider community, maintaining good communications and positive relationships by conducting yourself appropriately as a public representative of students and The SU.
- 2.9 To support and/or represent students in any situation that may arise.
- 2.10 To communicate with, and seek the opinions of, students in order to represent them effectively
- 2.11 Attend UECC Staff/Student Liaison Committee (SSLC) meetings, where appropriate, and follow up issues that may arise.
- 2.12 Maintain an awareness and knowledge of issues affecting students - on campus, locally, regionally and nationally.
- 2.13 Provide mentoring support for designated elected student executive officers to enable them to effectively contribute to the delivery of student-centred services.

3. Services

- 3.1 To work closely with the President Falmouth, President Student Experience and President Welfare & Inclusivity to deliver representation and services, notably fresher's activities and the annual end of year garden party, and to ensure equity (as far as is possible) for all students across the combined population.
- 3.2 To work alongside the Chief Executive Officer and staff team to ensure that services and operations run effectively, and, where appropriate, to develop existing and new services for students.
- 3.3 Liaise with staff across UECC and Falmouth Exeter Plus to ensure academic and related services and campus facilities are student-centred, accessible and effective.
- 3.4 Ensure students at the Cornwall Campuses are appropriately considered and catered for in all aspects of student life affected by broader University plans and developments.

4. Other

4.1 Jointly design, plan, organise, co-ordinate and deliver a programme of events and activities for students during the Freshers period. This should include evening and daytime events, enrolments, inductions, moving-in, etc.

4.2 Jointly design, plan and deliver a communication strategy to support all areas of The SU.

4.3 In collaboration with other Elected Officers, Exec Officers, Staff, etc. organise other activities and events throughout the academic year, such as awareness-raising events and elections.

4.4 Ensure that health & safety risk assessments are completed in relation to all planned activities and events. Also, to ensure that all considerations have been made to ensure the safe and effective operation of all activities, events, etc, including (but not limited to) financial controls and budgeting; promotion and publicity; information and communication; etc.

4.5 Maintain regular communication, and develop good relationships with NUS and colleagues in other Students' Unions.

4.6 Respond appropriately to NUS national campaigns, etc.

4.7 Attend NUS (and other) training and conferences appropriate to the position.

4.8 Maintain relationships with academic colleagues and departments in order to understand academic processes, demands, etc. and keep other colleagues and students informed appropriately.

4.9 Promote and encourage positive student involvement in all areas of activities.

4.10 Jointly co-ordinate and support the Executive team and their corresponding activities through monthly Exec meetings, meeting officers individually as required.

4.11 Attend all relevant scheduled meetings and represent students in this way. Regular meetings to be attended include:

- The SU Board (co-Chair)
- The SU Management Team
- The SU Executive Meetings
- The SU Student Council
- The SU AGM
- UoE Cornwall Executive Group (CEG)
- UoE Vice-Chancellor's Liaison Group (VCLG)
- UoE Senate
- UoE University Student Exchange meetings
- UoE Staff/Student Liaison Committee meetings where appropriate
- UoE Budget Scrutiny Group
- Falmouth Exeter Plus Board (as invited)
- Falmouth Exeter Plus Stakeholder Groups (as agreed)
- Others identified as appropriate and required

5. General

5.1 To adhere to policies, procedures, agreed protocols and the Code of Conduct at all times.

5.2 To produce end of year reports - an individual report and, jointly, an annual trustee end of year report.

5.3 To deliver a comprehensive handover to your successor.

6. Key Links

- Presidents
- Part-Time Officers
- Student Voice Chair
- Chief Executive Officer
- Director of Membership Services
- Director of Central Services
- Senior staff UECC
- Senior staff UE
- Exeter Guild President
- Senior staff Falmouth Exeter Plus