

BYE LAWS A
TERMS OF REFERENCE FOR EXECUTIVE OFFICERS

General Duties of the Full-Time Executive Officers

1. Act as a Trustee of the registered charity of NSU and as a director of any company established by NSU, as required by the Board of Trustees.
2. Responsible for setting the strategic direction of NSU and any company established by NSU, as required by the Board of Trustees

General Duties of all Members of the Executive Committee

1. Represent the interests of all members and NSU to the University and other external bodies as appropriate and in accordance with NSU policy.
2. Chair, attend or observe at NSU, University and external body meetings as required by the Constitution, Executive, Student Forum or the Board of Trustees.
3. Produce reports to Executive and its Sub-Committees, Student Forum and the Board of Trustees.
4. Take lead responsibility for the strategic and business development of NSU as required by NSU policy

Specific Duties of the Executive Officers

President of the Union

1. To attend all relevant University and Students' Union Committees including but not limited to:
 - a. Academic Board;
 - b. Academic Standards Committee;
 - c. Appeals Committee;
 - d. Learning, Teaching and Assessment Committee; and
 - e. University Forum.
2. Be a paid Sabbatical Executive Officer, act as a trustee of the Students' Union, and sit on the Executive Committee.
3. Chair the Executive Committee and the Board of Trustees.
4. Be the lead voting member of the Students' Union for NUS National Conference.
5. Be responsible for the coordination of the Executive Committee members in line with NSU policies, procedures and activities.
6. Lead the Students' Union and facilitate and implement its strategic plan effectively.
7. Be the main contact for bodies to which the Union may be affiliated to.
8. Lead and brief delegations to any conference for the development of the Students' Union.
9. Be the full-time Officer to lead the Course Rep System.
10. Ensure that the Constitution is adhered to.

11. Oversee and maintain the Students' Union's Policies, making sure that a record of each policy is kept in an orderly manner and is available to any student wishing to view it.
12. Have primary responsibility of ensuring that proper arrangements are in place to oversee the financial and commercial affairs of the Students' Union and ensure the submission of budgetary estimates to the Executive Committee.
13. Be a cheque signatory for the Students' Union accounts.
14. In the case of urgency, be empowered to take appropriate action on behalf of NSU, after consultation with all available Executive members and such action reported to the next Executive Committee for ratification.
15. Attend and support University Open Days.
16. Fulfil any other duties as determined by the Executive Committee and/or student forums.

Vice-President of the Union

1. To attend all relevant University and Students' Union Committees including but not limited to:
 - a. Environmental Committee;
 - b. Equality and Diversity Committee;
 - c. Health and Safety Committee; and
 - d. Student Services Committee.
2. Be a paid Sabbatical Executive Officer to sit on the Executive Committee.
3. Promote the equality of opportunity for all Newman University students and ensure that all aspect of the Students' Union adhere to the Equal Opportunities Policy.

4. Maintain current Union communication tools and platforms and seek ways to improve and promote them.
5. Be responsible for developing new and innovative ways to communicate with the membership.
6. Ensure the website is kept up to date with all relevant documentation being uploaded a minimum of one week before general and Forum meetings.
7. Co-ordinate the advertisement and publication of Students' Union events to the membership.
8. Assist the President in their work and help and support other Executive Committee members.
9. As a member of the environmental committee, look at ensuring the Union is 'green' and work with the University on any relevant environmental campaigns.
10. Attend and support University Open Days.
11. Fulfil any other duties as determined by the Executive Committee and/or student forums.

Academic Representation Officer

1. To attend any relevant University and Students' Union Committees and meetings.
2. Be a Voluntary Officer to sit on the Executive Committee.
3. Assist the President with their duties relating to the coordination of the Course Reps System.
4. Represent the concerns, aspirations and problems of the student body in relation to academic provision.
5. Support and represent individual students in academic procedures.

6. Assist the President in preparing for Academic Board and Academic Standards. This includes but is not limited to:
 - a. Writing reports for the meeting;
 - b. Gaining student opinion and/or feedback; and
 - c. Going through paperwork with the President.
7. Fulfil any other duties as determined by the Executive Committee and/or student forums.

Equality and Campaigns Officer

1. To attend any relevant University and Students' Union Committees and meetings.
2. Be a Voluntary Officer to sit on the Executive Committee.
3. Be the representational voice for BAME, LGBTQ+, Disabled and Mature students.
4. Ensure that the Union promotes gender equality throughout all of its activities.
5. Promote and celebrate multi-faith activities within the students' Union.
6. Be the lead member of the Executive Committee for campaigns including but limited to:
 - a. Black History Month;
 - b. LGBT History Month;
 - c. Disabilities History Month; and
 - d. International Women's Day.
7. Fulfil any other duties as determined by the Executive Committee and/or student forums.

Events and Activities Officer

1. To attend any relevant University and Students' Union Committees and meetings.
2. Be a Voluntary Officer to sit on the Executive Committee.
3. To support the full-time Officers on all Students' Union events including but not limited to:
 - a. Excellence Awards;
 - b. Sports and Societies Awards;
 - c. Refreshers Week; and
 - d. Summer Ball.
4. Ensure that all Students' Union events are inclusive of Newman's diverse range of students.
5. To effectively communicate with relevant University staff members relating to any event that takes place on site.
6. To ensure that risk assessments for all events are completed prior to any union event taking place.
7. Fulfil any other duties as determined by the Executive Committee and/or student forums.

RaG and Community Officer

1. To attend any relevant University and Students' Union Committees and meetings.
2. Be a Voluntary Officer to sit on the Executive Committee.
3. To recruit students to take part in all RaG activities.
4. To find new partnerships and develop existing relationships with external charities.
5. To encourage collaboration in fundraising events with University staff and students to create a positive community at Newman.
6. To ensure that fundraising activities are conducted within the guidelines and policies with the Students' Union.
7. Fulfil any other duties as determined by the Executive Committee and/or student forums.

Societies Officer

1. To attend any relevant University and Students' Union Committees and meetings.
2. Be a Voluntary Officer to sit on the Executive Committee.
3. To assist the relevant staff member in the delivery of Society training.
4. To establish, promote and develop new and existing Societies.
5. To work with University staff members to develop academic societies.
6. To bring any new Society requests to the Executive Committee with recommendations for ratification.
7. Ensure that all Societies are performing under the Constitution and Bye Laws of the Union and any other rules and regulations for Societies.
8. Fulfil any other duties as determined by the Executive Committee and/or student forums.

Sport and Health Officer

1. To attend any relevant University and Students' Union Committees and meetings.
2. Be a Voluntary Officer to sit on the Executive Committee.
3. To support and work in collaboration with the University in its recruitment and promotion of their competitive sports teams.
4. To organise Students' Union participation sports events and give-it-a-go sessions.
5. To promote a healthy living lifestyle to all Newman Students.
6. To work with the Equality and Campaigns Officer to lead on mental health campaigns.
7. Fulfil any other duties as determined by the Executive Committee and/or student forums.