

## **Bye-Law 6: Part-Time Officers**

### **1 Part-Time Officers and general duties**

- 1.1 The Part-Time Officers shall be one School Representative Officer for each School in the University, two Postgraduate Representatives, five Liberation Officers and five Special Interest Officers.
- 1.2 Part-Time Officers shall be elected for position from 1<sup>st</sup> July each year until and including the 30<sup>th</sup> of June the following year, though may be shortened or lengthened on a transitional basis as outlined in Article 20.3
- 1.3 In addition to other duties Part-Time Officers shall attend Executive Committee, representing the view of their portfolio of work.
- 1.4 All Part-Time Officers shall advocate and engage students in Union campaigns as set out by the Executive Committee and to take an active role in Union decision making as a member of the Union Executive Committee including attending Student Council.
- 1.5 Part-Time Officers shall sit on Union appeals committees when invited.
- 1.6 Part-Time Officers shall make effective & appropriate use of any budgets allocated to them.
- 1.7 Part-Time Officers shall attend Part-Time Officer training throughout the year.

### **2 Role and Duties of School Representative Officers (SROs)**

- 2.1 Each School of the University shall have a School Representative Officer within the Union. In addition to the general roles of Part-Time Officers their duties shall be:
- 2.2 To act as the recognised spokesperson for the students in the School concerning internal School matters, providing feedback on various aspects of the University and the student experience both to the University and to the student body.
- 2.3 To attend appropriate University meetings, in particular University Student Community Working Group. To attend the School specific Student Experience Committee (or equivalent forum) and other School level committees, such as Boards of Studies, as requested.
- 2.4 To meet with the School's management (ideally the Dean) informally once a semester to promote a dialogue between the Union and the School's management and liaise regularly with University staff at all levels.
- 2.5 To actively use the network of Programme Reps to encourage a two-way dialogue with the Union and University including collecting feedback and encouraging engagement in University and Union consultations.
- 2.6 To offer practical support and advice to Programme Reps at a local level (e.g. regular surgeries) and to liaise with them as needed in relation to matters arising at Student-Staff Liaison Committees. To attend any relevant Union Representation Network events and to organize a school specific network event in semester two.

### **3 Role and Duties of a Postgraduate Representative**

- 3.1 The Postgraduate Representatives shall include a Postgraduate Taught Representative and a Postgraduate Research Representative. In addition to the general roles of Part-Time Officers their duties shall be:
- 3.2 To act as the recognised spokesperson for students relevant to their position, providing feedback on various aspects of the University and the student experience both to the University and to the student body.
- 3.3 To attend appropriate University meetings.
- 3.4 To meet with relevant senior University staff informally once a semester to promote a dialogue between the Union and the University and liaise regularly with University staff at all levels.
- 3.5 To actively use the network of Programme Reps to encourage a two-way dialogue with the Union and University including collecting feedback and encouraging engagement in University and Union consultations.
- 3.6 To attend any relevant Union Representation Network events and to organize network events as appropriate.

### **4 Liberation Officers**

- 4.1 There shall be Liberation Officers for students who define as Black and Minority Ethnic (BME); Disabled; Lesbian, Gay, Bisexual and Trans (LGBT); International or Women. In addition to the general roles of Part-Time Officers their duties shall be:
- 4.2 To act as the recognised spokesperson for the students from their Liberation group and to represent their needs and opinions to the Executive, the Union and University.
- 4.3 To attend appropriate University meetings.
- 4.4 To provide feedback on various aspects of the University and the student experience both to the University and to the Union.
- 4.5 To encourage the participation of these students in the work of the Union and the life of the University and to convene and chair democratic meetings of their Liberation Group.
- 4.6 To produce campaign materials and resources to inform and educate all students about issues relevant to their Liberation committee with support from the Union.
- 4.7 To actively ensure the Union and University policies protect the rights of and promote the involvement of liberation students in the Union; and to identify any short comings when Equal Opportunities are not being implemented.
- 4.8 To be a delegate to relevant NUS conferences (subject to their democratic rules) and work with NUS and other national and local organisations.
- 4.9 To work with other groups, especially other Liberation campaigns, to discuss issues of intersectionality and increase discourse between diverse communities on campus.

## **5 Special Interest Officers**

- 5.1 The Special Interest Officers shall be Ethical and Environmental Officer, Raise and Give Officer (RAG), Sports Officer, Societies Officer and Student Media Officer. In addition to the general roles of Part-Time Officers their duties shall be:
- 5.2 To act as the recognised spokesperson on issues relevant to their special interest group to the Executive, the Union and University.
- 5.3 To attend appropriate University meetings.
- 5.4 To provide feedback on various aspects of the University and the student experience both to the University and to the student body relevant to their special interest area.
- 5.5 To encourage participation among the student body in their special interest area to advance the educational development of students through activities and campaign work.
- 5.6 To work with the relevant Sabbatical Officers to receive support in delivering their duties.