Role Descriptions:

Part-Time Officers 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 and representing the view of their portfolio of work.

Descriptions of the individual roles can be found below:

Student Councillor:

Duties and Responsibilities:

1. To be an member of Student Council and represent the students in my School and their views in meetings of Student Council
2. To consult with students in your School in between meetings of Student Council so that you can faithfully represent their views
3. To attend Student Council Training and take advantage of development opportunities associated with the role.
4. To hold executive officers and the executive to account for their actions as political office holders.
5. To abide by the policies of the Union, including the constitution, regulations and policy duly passed and currently standing policy of the Union, until such time as that policy is lapsed or changed.
6. To abide by equality legislation and treat my fellow councillors and Executive members with respect and courtesy.
7. To take an active role in Union decision making as a member of the Student Council, exercising the powers of Student Council, including approval of Policy.
8. To engage students in the work of the Students’ Union, including encouraging all students to take part in Student Union democratic processes.
9. Where appropriate to engage in Student Union campaigns as set out by the Executive Committee, particularly where these have been approved by Student Council.

Chair of the Student Council:

Duties and Responsibilities:

1. To Chair Student Council in an impartial manner, and ensure that debate is conducted in a fair and orderly way.
2. To ensure that members maintain appropriate decorum and abide by the rules of reasonable debate, in accordance with the Constitution, regulations and policies of the Union. Not to take part in debate or show partiality in comments, in the selection of speakers or in any other way which may inhibit the performance of their role.
3. To seek to allow the maximum number of Student Council members and points of view to be expressed within the limits of time and reasonable debate.
4. To attend Student Council and pre-Student Council briefing sessions with Students’ Union Support staff, and to take advice from staff where appropriate in preparing and running Student Council meetings.
5. To abide by the policies of the Union, including the constitution, regulations and policy duly passed and currently standing policy of the Union, until such time as that policy is lapsed or changed.

6. To abide by equality legislation and treat Union councillors and Executive members with respect and courtesy.

7. To engage students in the work of the Students' Union, including encouraging all students to take part in Student Union democratic processes.

8. To Chair Student Members’ Meetings of the Union, under the same conditions as Union Council

**Disabled Student Officer:**

**Duties and Responsibilities:**

1. 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.

2. To attend appropriate University meetings.

3. To provide feedback on various aspects of the University and the student experience both to the University and to the Union.

4. 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.

5. To produce campaign materials and resources to inform and educate all students about issues relevant to their Liberation committee with support from the Union.

6. 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 shortcomings when Equal Opportunities are not being implemented.

7. To be a delegate to relevant NUS conferences (subject to their democratic rules) and work with NUS and other national and local organisations.

8. To work with other groups, especially other Liberation campaigns, to discuss issues of intersectionality and increase discourse between diverse communities on campus.

**Postgraduate Taught and Postgraduate Research Representative:**

**Duties and Responsibilities:**

1. 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.

2. To attend appropriate University meetings.
3. 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.

4. 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.

5. To attend any relevant Union Representation Network events and to organize network events as appropriate.

**NUS National Conference Delegate:**

Duties and Responsibilities:

To act as the primary representatives for City Students’ Union at the National Union of Students’ (NUS) National Conference. Duties include shaping national policy, electing national representatives and setting the political direction of the NUS according to City students’ interests.

End