

General Secretary

Job description extracted from the UCLU Standing Orders – Section 6

I. Executive Officers: General Duties

- A. The Executive shall be collectively responsible for overseeing the day to day activity of the Union, ensuring that motions of the Council, General Meetings or referenda are implemented, and undertaking any project work as may be seen necessary.
- B. All Executive Officers shall:
 - 1. maintain and uphold the Constitution and Standing Orders of UCL Union;
 - 2. implement and adhere to all Union policy and mandates;
 - 3. attend:
 - a. General Meetings;
 - b. Union Council;
 - c. Executive meetings; and
 - d. all committees as stated in their job descriptions unless there is reasonable cause for absence.
 - 4. generally liaise with each other in the day-to-day running of the Union;
 - 5. be responsible for conducting the affairs of the Union in between meetings of the Executive, Union Council and any standing committees and shall report to those groups accordingly;
 - 6. make recommendations to Union Council or any standing committee should they wish to;
 - 7. maintain accurate papers for all committees they are on;
 - 8. be on duty in the Union when necessary as agreed by the Executive; and
 - 9. provide written material for the Annual Reports and Union Handbook.
 - 10. in the event of a sabbatical position becoming vacant, liaise with the rest of the executive to ensure that the duties of the relevant post are covered as far as possible.

IX. Non-Sabbatical Officers : General Duties

- A. All Non-Sabbatical Executive Officers shall carry out the duties laid down for all Executive Officers and:
 - 1. deal with problems that arise according to their areas of responsibility and hold regular surgeries to make themselves available to students to answer queries;
 - 2. promote the Union and encourage involvement from within their area or constituency.

XV. General Secretary

A. The Aims of the officer are:

- 1. To ensure that the Union runs in a fair and democratic manner and oversee the running of Union elections.

B. Committees:

- 1. to Chair all:
 - a. General Meetings;

- b. meetings of Union Council;
- c. meetings of the Executive;
- d. meetings of Governance Committee.
- 2. to serve as Secretary to the following Union committees:
 - a. Elections.
- 3. to serve on the following Union committees:
 - a. Social Colours;
 - b. Strategic Planning.

C. Responsibilities:

- 1. to ensure the democratic and constitutional running of the Union;
- 2. to be Returning Officer of the Union.

XXXVII. Council Members: General Duties

- A. maintain and uphold the Constitution and Standing Orders of UCL Union;
- B. implement and adhere to all Union policy and mandates;
- C. attend:
 - 1. General Meetings
 - 2. Union Council meetings;
 - 3. all other meetings (e.g. executive and/or standing committees) as outlined in their job descriptions; unless there is reasonable cause for absence;
- D. deal with problems that arise according to their areas of responsibility;
- E. make recommendations to Union Council, the Executive or any standing committee should they wish to;
- F. promote the Union and encourage involvement from within their area or constituency;
- G. provide written material for the Union Handbook as and when required.