

## **Postgraduate Association Publicity Officer**

*Job description extracted from the UCLU Standing Orders – Section 6*

### **XXI. Non-Executive Officers: General**

#### **A. Non-Executive Officers shall:**

1. take a leading role in the running of the committees on which they sit;
2. liaise with the Executive officers;
3. carry out the duties laid down for Council members;
4. be elected in accordance with the standing orders for elections, except for the Arts, Societies and Sports Officers, who shall be elected by the Arts, Societies and Sports Boards respectively and the LGBT Officer who will be elected by the LGBT Society;
5. be removed, if necessary, in accordance with the no-confidence procedures for non-sabbatical members of Council or the standing orders relating to non-attendance.

### **XXX. Postgraduate Association Publicity Officer**

#### **A. The aims of the officer are:**

1. To be responsible for bringing the views of postgraduate students to the appropriate UCL Union and College and ensuring these students are aware of all issues within UCL Union and the College affecting them. They will facilitate the development of a postgraduate student community by providing regular activities and events for these students. This officer shall be a postgraduate student.

#### **B. Committees**

1. To serve on the following Union committees:
  - a. PGA Executive;
  - b. Media Management;
  - c. Union Council.

#### **C. Responsibilities**

1. To liaise with UCL Union's Marketing Department regarding publicity for the postgraduate student community;
2. To organise publicity with and for the PGA.

### **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.