

Re-allocation of roles – 23rd November 2006

Abbreviations:

SEO - Services & Events Officer (Zoe Davies)

MCO – Media & Communications Officer (Nick Barnard)

MSSO – Medical Students' & Sites Officer (Eleanor Fletcher)

CSSD – Clubs, Societies & Student Development Officer (Robbie Swale)

P/T – A part-time elected student officer (to be updated as confirmed)

GM – General Manager

Education and Welfare Officer:

III. Education and Welfare Officer

A. The Aims of the officer are:

1. To be the advocate for the provision of a safe, comfortable and sound academic experience for students. He/she will negotiate to ensure the academic and personal welfare of students both collectively and individually at UCL; liaising with the College and other organisations as appropriate. The officer will lead Union campaigns in order to both educate and stimulate UCL students.

B. Committees

1. To Chair the following Union committees:

a. Hall Reps; **SEO**

b. Student Affairs Committee. **SEO**

2. To serve on the following Union committees:

a. Establishment; **P/T**

b. Finance; **P/T**

c. Services; **P/T**

d. Social Colours; **P/T**

e. Strategic Planning. **P/T**

3. To serve on the following College committees:

a. Academic; **MCO**

b. Academic Board; **MCO**

c. College Council; **tbc**

d. Committee for Equal Opportunities; **MCO**

e. Committee for People with Disabilities; **MCO**

f. Discipline Review Body; **MSSO**

g. Fees; **MCO**

h. Joint Staff Student; **P/T**

i. Library; **MSSO**

j. Quality Management and Enhancement; **SEO**

k. Student Accommodation; **SEO**

l. Student Awards and Hardship Funds; **MCO**

m. Student Welfare Co-ordination; **MCO**

n. any sub-committees of the above that may be convened from time to time.

4. To serve on the following College sub-committees;

a. Academic Advisory; **tbc**

b. Dyslexia; **MCO**

c. Quality Assurance and Standards Planning; **tbc**

d. Quality Audit and Subject Review. **tbc**

5. To be in attendance at the following College committee as a student observer:

a. Safety Committee. **P/T**

C. Education and Academic Affairs

1. To keep the College informed about student opinion on academic affairs. **Sabb Team**

2. To oversee academic related projects co-ordinated by the Academic Affairs Officer with Student Affairs Committee, as appropriate. **SEO**

D. Welfare

1. To initiate and co-ordinate welfare provisions as appropriate. **AAO, CEO, EEO**

2. To liaise with the College on issues of student welfare, support, and equal opportunity. **Sabb Team**

3. To oversee student campaigns and awareness weeks initiated by Student Affairs

Committee, Executive, Council, General Meetings or Referenda and co-ordinated by the Campaigns & Equal Opportunities Officer. **SEO**

4. To safeguard the interests and facilitate the development of designated welfare groups. **MCO**
5. To assist the Media and Communications Officer in the production of welfare publications. **MCO with RAC**
6. To represent the Union as one of the Fund Managers of the College Day Nursery Student Hardship Fund. **MCO**
7. To conduct the biennial accommodation survey in conjunction with College Student Residential Services. **Staff (approval by Sabb Team)**
8. To conduct the annual hardship survey focusing on different parts of the student population in a way they see fit. **Staff (approval by Sabb Team)**

E. External Representation

1. To provide assistance in individual student representation to the College and the University. **MSSO to co-ordinate between Sabbs depending on their availability.**
2. To attend ULU Education and Welfare Network or any equivalent bodies. **Sabb Team pending agenda topics.**
3. To liaise with ULU, NUS and other external bodies on matters of general student concern. **MCO**
4. To serve as delegation leader for all delegations to NUS Conferences which they are entitled to attend. The E&W Officer may waive their right to attend minor conferences. **MSSO**
5. To be the 'reactive' respondent to external media on matters relating to the Union. **MCO**

Finance and Admin Officer

VII. Finance & Administration Officer

A. The Aims of the officer are:

1. To ensure the smooth running of the assets and infrastructure of the Union. This includes the Union's financial, technological, human and physical resources. He/she is also responsible for the democratic infrastructure of the Union, including elections, the constitution and the standing orders. This broad overview allows the officer to negotiate for the development of the resources available to the Union.

B. Committees

1. To Chair the following Union committees:
 - a. Elections; **MSSO**
 - b. Establishment; **SEO**
 - c. Finance; **SEO**
 - d. Sports Grounds; **CSSD**
 - e. Strategic Planning. **MCO**
2. To chair the following Union sub-committee:
 - a. Finance. **CSSD**
3. To serve as secretary to the following Union committees:
 - a. Governance. **MSSO**
4. To serve on the following Union committees:
 - a. Activities Board; **P/T**
 - b. Services; **P/T**
 - c. Social Colours; **P/T**
 - d. Student Affairs. **P/T**
5. To serve on the following College committees:
 - a. College Council; **MCO**
 - b. Governance; **MSSO**
 - c. Joint committee for the Bloomsbury Theatre; **MCO**
 - d. Sports Ground Development; **CSSD**
 - e. Honorary Degrees Committee. **CEO**
6. To be in attendance at the following college committees as a student observer:
 - a. College Finance; **SEO**
 - b. Safety Committee. **P/T**
7. To serve as a member of:
 - a. Council of the Friends' Trust. **CSSD**
8. To be a director of Somers Town Community Sports Centre Ltd. **CSSD**

C. Establishment

1. To ensure that adequate arrangements are made for the appointment of Union Staff. **GM/ Sabb Team**

2. To ensure that the interests of Staff employed by the union are well looked after. **GM/ Sabb Team**
3. To participate in conjunction with the General Manager, in any disciplinary matters involving members of Union Staff. **Sabb Team**

D. Finance

1. To prepare first and revised estimates allocating the Union's block grant to various areas of the Union based on submissions made by the Standing committees and Clubs and Societies. **Staff**
2. To ensure that expenditure is in accordance with the estimates. **Staff**
3. To ensure that financial regulations, as outlined in the Standing Orders are adhered to. **Staff**
4. To ensure that the Union's accounts are audited annually, in accordance with the Financial Regulations. **Staff**
5. To negotiate the Union grant and the subsequent payment thereof. **SEO**
6. To authorise Union expenditure, including order forms, petty cash forms and any other forms relating to finance. **GM up to £5k. Sabb Team thereafter.**
7. To review policy relating to Finance and Financial regulations. **Staff**
8. To ensure the maintenance of a schedule for the allocation of reserves for equipment repair and replacement. **Staff**
9. To negotiate the fees of external affiliations. **SEO**
10. To ensure adequate presentation of financial information to students and Standing Committees. **Staff**
11. To monitor the Union's insurance policy. **Staff**
12. To monitor the Union's investments. **Staff**
13. To co-ordinate Union applications for external grants. **CSSD**
14. To help and advise students with budget applications. **CSSD**
15. To ensure that grant funds, available to various Union groups, are appropriately publicised. **CSSD**
16. To supervise the accounting arrangements for grant funded expenditure. **SEOs**

E. Infrastructure

1. To co-ordinate the development of the Union's physical, financial and technological infrastructure. **MSSO/SEO**
2. To ensure that there are adequate security arrangements in Union buildings. **Staff**
3. To co-ordinate future physical developments in accordance with the strategic plan. **MSSO/SEO**
4. To assess the Union's space requirements and to negotiate future Union space. **MSSO/SEO**
5. To ensure that the use of the space available to the Union is maximised. **MSSO/SEO**

F. Administration

1. To co-ordinate the issue of NUS and ULU membership cards to all eligible students. **MSSO**
2. To be responsible for the administration of General Meetings, Union Council and the Union Executive, including the preparation and distribution of agendas and minutes. **STAFF**
3. To ensure that the minutes and agendas of General Meetings are posted on the official Union notice board in accordance with the Standing Orders. **STAFF**

G. Internal Representation

1. To co-ordinate in conjunction with Elections Committee the conduct of Union elections. **MSSO**
2. To co-ordinate the activities of Councillors (Departmental) and Faculty Representatives. **AAO**