

Section 6 – Job Descriptions

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.

II. Sabbatical Officers: General Duties

- A. All Sabbatical Officers shall carry out the duties laid down for all Executive Officers and:
 1. attend all meetings with the Provost;
 2. act as cheque signatories for the Union;
 3. be generally available to students to answer queries or deal with problems that arise according to their areas of responsibility;
 4. meet at least weekly with the Union General Manager and generally liaise with each other in the day-to-day running of the Union.
 5. shall be the trustees of the Union
- B. Sabbatical Officers shall be jointly responsible for the following areas of Union activity, which encompass several or all of the portfolios. In each instance the officer with overall responsibility will be as specified below.
 1. Affiliations – Finance & Democracy Officer
 2. Establishment – Finance & Democracy Officer
 3. Strategic Planning – Finance & Democracy Officer
 4. Mergers – Medical & Postgraduate Students' Officer
 5. Campaigns – Education Officer
 6. Union Space – Finance & Democracy Officer
- C. Sabbatical Officers shall be ex-officio ULU Council representatives and should attend meetings with UL Sabbatical Officers as they see fit.
- D. Sabbatical Officers may run for election as delegates to NUS Conference.

III. Communications and Services Officer

A. General

1. The Communications and Services Officer will be ultimately responsible for all forms of Union publicity.
2. The Communications and Services Officer will strive to perpetuate widespread understanding of the Union's activities, developments and achievements.
3. The Communication and Services Officer will be concerned with the provision of high level customer satisfaction for the Union's Commercial Services.

B. Committees

1. The Communications and Services Officer will chair the following Union Committees:
 - a. Services;
 - b. Media Management.
2. The Communications and Services Officer will serve as secretary to the following Union Committees:
 - a. Union Colours;

- b. Strategic Planning.
- 3. The Communications and Services Officer will serve on the following Union Committees:
 - a. Activities Board;
 - b. Establishment;
 - c. Finance;
 - d. Strategic Planning;
 - e. Union Colours;
 - f. Student Affairs.
- 4. The Communications & Services Officer will on the following Union Sub-Committees:
 - a. Arts Colours;
 - b. Societies Colours;
 - c. Sports Colours.
- 5. The Communications & Services Officer will be in attendance at the following College Committee as a student observer:
 - a. Safety Committee.
- C. Communications**
 - 1. The Communications and Services Officer will ensure that students are informed of decisions made at College and Union Committees.
 - 2. The Communications and Services Officer will liaise with external media and promote an understanding and appreciation of the activities of the Union and those of individual students.
 - 3. The Communications and Services Officer will promote the Union's services, Societies and achievements to students, the UCL Development Office and alumni of UCL.
 - 4. The Communications and Services Officer will hold overall editorial control of the Union website.
 - 5. The Communications and Services Officer will oversee the promotion of Union services to Members.
 - 6. The Communications and Services Officer will hold ultimate responsibility for the production of annual and termly event schedules.
 - 7. The Communications and Services Officer will endorse all entertainment publicity.
- D. Society Publications and Publicity**
 - 1. The Communications and Services Officer will ensure that material used or produced by any Society does not contravene:
 - a. legal requirements;
 - b. the Constitution;
 - c. the Standing Orders;
 - d. Policy;
 - e. any Union Regulations.
 - 2. The Communications and Services Officer will be the legal publisher/manager of all Union publications and broadcasts.
 - 3. The Communications and Services Officer will assist Union media societies with production, distribution and advertising of their publications and broadcasts.
 - 4. The Communications and Services Officer will chair the Media Complaints Procedure.
- E. Annual Publications**
 - 1. The Communications and Services Officer will be ultimately responsible for the production of an annual handbook for incoming students.
 - 2. The Communications and Services Officer will be ultimately responsible for the production of an annual report.
 - 3. The Communications and Services Officer will be ultimately responsible for the production of an annual sports review.
- F. External Representation**
 - 1. The Communications and Services Officer will be the reactive respondent to external media on matters relating to the Union.
- G. Services**
 - 1. The Communications and Services Officer will ensure provision of an appropriate level of service at all instances where there is a Student-Staff interface.
 - 2. The Communications and Services Officer will ensure non-grant-aided services run smoothly and in line with Policy.
 - 3. The Communications and Services Officer will review the efficiency, effectiveness and economy of Union service provision at least once each year.
 - 4. The Communications and Services Officer will ensure the ethical and environmental soundness of services in conjunction with the Environment and Ethics Officer.
 - 5. The Communications and Services Officer will monitor complaints about Union services.

6. The Communications and Services Officer will oversee the development and adaptation of the Union's service provision as determined by the Services Committee.
7. The Communications and Services Officer will be legal chair of the Union Bar Club.

H. Entertainment and Events

1. The Communications and Services Officer will oversee the development and implementation of the Union's entertainments policy.
2. The Communications and Services Officer will hold ultimate responsibility for all Union events.
3. The Communications and Services Officer will give help and advice to Societies' events.
4. The Communications and Services Officer will oversee venue bookings.
5. The Communications and Services Officer will oversee Union event security and door policy.

IV. Education Officer

A. General

1. The Education Officer will be an advocate for the provision of a safe, comfortable and sound academic experience for students.

B. Meetings

1. The Education Officer will Chair the following Union Committees:
 - a. Student Affairs.
2. The Education Officer will serve on the following Union Committees:
 - a. Establishment;
 - b. Finance;
 - c. Services;
 - d. Union Colours;
 - e. Strategic Planning.
3. Education Officer will serve on the following College Committees:
 - a. Academic Committee;
 - b. Academic Board;
 - c. College Council;
 - d. Discipline Review Body;
 - e. Honorary Degrees and Fellowships Committee;
 - f. Joint Staff Student Committee;
 - g. Library Committee;
 - h. Lunch Hour Lectures Committee;
 - i. Quality Management and Enhancement Committee;
 - j. Information Strategy Committee.
 - k. Any Sub-Committees of the above that may be convened from time to time.
4. The Education Officer will serve on the following College Sub-Committees:
 - a. Programme Planning and Development Executive Sub-Committee
 - b. Widening Participation Sub-Committee.
5. The Education Officer will serve as a member of the Council of the Friends' Trust and of the UCL Futures Disbursement Committee.

C. Education and Academic Affairs

1. The Education Officer will keep the College informed about student opinion on academic affairs.
2. The Education Officer will ensure student representation in the development of all curricula.

D. External Representation

1. The Education Officer will provide assistance in individual student representation to the College and the University.
2. The Education Officer will attend ULU Education and Welfare Network and any equivalent bodies.
3. The Education Officer will attend meetings of the Aldwych Group or its equivalent.
4. The Education Officer will serve as delegation leader for all NUS Conferences that they are entitled to attend; the Education Officer may waive their right to attend non-policy-making conferences.
5. The Education Officer will be the reactive respondent to external media on matters related to Education.

V. Finance and Democracy Officer

A. General

1. The Finance and Democracy Officer will endeavour to promote democratic involvement of Members in all Union activities.

2. The Finance and Democracy Officer will ensure the smooth management of the assets and infrastructure of the Union.
3. The Finance and Democracy Officer will have a broad overview of all aspects of the Union's financial situation.

B. Meetings

1. The Finance and Democracy Officer will Chair the following Union Committees:
 - a. Elections;
 - b. Establishment;
 - c. Finance;
 - d. Sports Grounds;
 - e. Strategic Planning.
2. The Finance and Democracy Officer will chair the following Union Sub-Committee:
 - a. Finance Sub-Committee.
3. The Finance and Democracy Officer will serve on the following Union Committees:
 - a. Activities Board;
 - b. Services;
 - c. Union Colours;
 - d. Student Affairs.
4. The Finance and Democracy Officer will serve as secretary to the following Union Committees:
 - a. Governance.
5. The Finance and Democracy Officer will serve on the following College Committees:
 - a. College Council ;
 - b. Governance Committee;
 - c. Joint Committee for the UCL Bloomsbury (Theatre);
 - d. Sports Grounds Development;
 - e. Honorary Degrees and Fellowships Committee.
6. The Finance and Democracy Officer will serve on the following College Sub-Committee:
 - a. Facilities Sub-Committee;
7. The Finance and Democracy Officer will be in attendance at the following College Committee as a student observer:
 - a. College Finance Committee.
8. The Finance and Democracy Officer will attend meetings of the Aldwych Group or its equivalent.
9. The Finance and Democracy Officer will be a director of the Somers Town Community Sports Centre Ltd.

C. Officer Training

1. The Finance and Democracy Officer will, in conjunction with the Membership Services Manager, ensure the provision of training to give elected representatives the skills they require to work efficiently and effectively within the Union.

D. Affiliations

1. The Finance and Democracy Officer will oversee an ongoing review of the Union's external affiliations.
2. The Finance and Democracy Officer will coordinate the issue of NUS and ULU membership cards to all eligible students.
3. The Finance and Democracy Officer will liaise with ULU, NUS and other external bodies on matters of general student concern.

E. Finance

1. The Finance and Democracy Officer will oversee the preparation of first and revised estimates allocating the Union's block grant to various areas of the Union based on submissions made by Committees and Societies.
2. The Finance and Democracy Officer will endeavour to ensure compliance with financial regulations.
3. The Finance and Democracy Officer will oversee the negotiation and payment of the Union grant.
4. The Finance and Democracy Officer will ensure the maintenance of a schedule for the allocation of reserves for equipment repair and replacement.
5. The Finance and Democracy Officer will ensure adequate presentation of financial information to students and Standing Committees.
6. The Finance and Democracy Officer will monitor the Union's insurance policy.
7. The Finance and Democracy Officer will monitor the Union's investments.
8. The Finance and Democracy Officer will coordinate Union applications for external grants.
9. The Finance and Democracy Officer will ensure that grant funds available to various Union groups are appropriately publicised.

10. The Finance and Democracy Officer will oversee the accounting arrangements for grant-funded expenditure.
11. The Finance and Democracy Officer will negotiate the fees of external affiliations.
12. The Finance and Democracy Officer will ensure that expenditure is in accordance with the estimates.
13. The Finance and Democracy Officer will ensure that financial regulations, as outlined in the Standing Orders are adhered to.
14. The Finance and Democracy Officer will authorise Union expenditure, including order forms, petty cash forms and any other forms relating to finance.
15. The Finance and Democracy Officer will review policy relating to Finance and Financial regulations.

F. Sponsorship

1. The Finance and Democracy Officer will be responsible for the Union's acquisition of sponsorship revenue.
2. The Finance and Democracy Officer will coordinate all applications for sponsorship.

G. Infrastructure & Safety

1. The Finance and Democracy Officer will coordinate the development of the Union's physical, financial and technological infrastructure.
2. The Finance and Democracy Officer will ensure that there are adequate security arrangements in Union buildings.
3. The Finance and Democracy Officer will coordinate future physical developments.
4. The Finance and Democracy Officer will assess the Union's space requirements and to negotiate future Union space.
5. The Finance and Democracy Officer will ensure that the use of the space available to the Union is maximised.
6. The Finance and Democracy Officer will ensure that the Union's Health and Safety policy is reviewed on an annual basis.

H. Staffing

1. The Finance and Democracy Officer will ensure that adequate arrangements are made for the appointment of Staff.
2. The Finance and Democracy Officer will ensure that the interests of Union Staff are well looked after.
3. The Finance and Democracy Officer will participate in conjunction with the General Manager, in any disciplinary matters involving members of Union staff.

VI. Medical and Postgraduate Students' Officer

A. General

1. Medical and Postgraduate Students' Officer will represent the interests of medical and postgraduate students at all levels and ensure an environment which supports and provides for the needs of medical and postgraduate students.

B. Meetings

1. The Medical & Postgraduate Students' Officer will chair the following Union committees;
 - a. RUMS Executive;
 - b. PGA Executive.
2. The Medical and Postgraduate Students' Officer will serve on the following Union Committees:
 - a. Activities Board;
 - b. Elections;
 - c. Establishment;
 - d. Finance;
 - e. Services;
 - f. Union Colours;
 - g. Sports Board;
 - h. Sports Grounds;
 - i. Strategic Planning;
 - j. Student Affairs.
3. The Medical and Postgraduate Students' Officer will serve on all other Medical and Graduate School Committees concerned with academic or welfare issues that affect medical or postgraduate students as determined by the RUMS or Postgraduate Association Executive Committees.
4. The Medical and Postgraduate Students' Officer will serve on the following College Committees:
 - a. Academic Board;
 - b. Academic Committee;

- c. Joint Staff Student Committee;
- d. Sports Grounds Committee

C. Medical students

1. The Medical and Postgraduate Students' Officer will ensure that medical students are informed of information relevant to them in their capacity as medical students, and, in particular, of relevant decisions by the Medical School and the College;
2. The Medical and Postgraduate Students' Officer will liaise with the Pre-Clinical and Clinical Presidents to address the issues of medical students;
3. The Medical and Postgraduate Students' Officer will ensure effective communication between external Medical School sites and the Union;
4. The Medical and Postgraduate Students' Officer will ensure that the Medical School and the College are informed of the views of medical students;
5. The Medical and Postgraduate Students' Officer will assist in the individual representation of medical students to the Medical School and/or College;
6. The Medical and Postgraduate Students' Officer will ensure provision of an appropriate programme of entertainment for medical students;
7. The Medical and Postgraduate Students' Officer will ensure that medical students receive an adequate welfare provision from the Medical School and College;
8. The Medical and Postgraduate Students' Officer will represent, medical students to external organisations including ULU and the NUS;
9. The Medical and Postgraduate Students' Officer will to assist the Student Activities Officer in the effective training and operation of the RUMS clubs and societies;
10. The Medical and Postgraduate Students' Officer will to ensure the interests of RUMS clubs and societies are represented both internally and externally.

D. Postgraduate students

1. The Medical and Postgraduate Students' Officer will ensure that postgraduate students are informed of information relevant to them in their capacity as postgraduate students, and, in particular, of relevant decisions by the Graduate School and the College.
2. The Medical and Postgraduate Students' Officer will liaise with the Postgraduate President to address the issues of postgraduate students.
3. The Medical and Postgraduate Students' Officer will ensure effective communication between external sites of postgraduate study and the Union.
4. The Medical and Postgraduate Students' Officer will ensure that the Graduate School and the College are informed of the views of postgraduate students.
5. The Medical and Postgraduate Students' Officer will assist in the individual representation of postgraduate students to the Graduate School and/or College.
6. The Medical and Postgraduate Students' Officer will ensure provision of an appropriate programme of entertainment for postgraduate students.
7. The Medical and Postgraduate Students' Officer will ensure that postgraduate students receive an adequate welfare provision from the Graduate School and College.
8. The Medical and Postgraduate Students' Officer will represent Postgraduate students to external organisations including ULU and the NUS.

VII. Student Activities Officer

A. General

1. The Student Activities Officer will be primarily concerned with the non-academic development of students.
2. The Student Activities Officer will encourage the development of Societies; safeguarding the interests of Societies is an integral part of this role.

B. Meetings

1. The Student Activities Officer will Chair the following Union Committees:
 - a. Activities Board;
 - b. Arts Board;
 - c. Societies Board;
 - d. Sports Board;
 - e. Union Colours;
 - f. Sports Colours.
2. The Student Activities Officer will serve as secretary to the following Union Sub-Committees:
 - a. Arts Colours;
 - b. Societies Colours;
 - c. Sports Colours;
 - d. Theatre Users.
3. The Student Activities Officer will serve on the following Union Committees:

- a. Establishment;
 - b. Finance Committee;
 - c. Media Management;
 - d. Services;
 - e. Sports Grounds;
 - f. Strategic Planning;
 - g. Student Affairs.
4. The Student Activities Officer will serve on the following Sub-Committee:
 - a. Finance
 5. The Student Activities Officer will serve on the following College
 6. Committees:
 - a. Career Advisory Committee;
 - b. Sports Ground Development Committee;
 - c. Joint Committee for the UCL Bloomsbury (Theatre);
 - d. Expeditions and Travel Committee.
- C. Clubs and Societies**
1. The Student Activities Officer will ensure the effective administration of all Societies and be first point of contact for Societies within the Union.
 2. The Student Activities Officer will represent Societies' needs to the relevant Officers.
 3. The Student Activities Officer will ensure that the relevant duties, regulations and procedures are explained to Society officers by coordinating handbooks and organising training sessions and events.
 4. The Student Activities Officer will coordinate the Freshers' Fayre, Refreshers' Fayre and similar events.
 5. The Student Activities Officer will oversee the allocation of space to Societies.
 6. The Student Activities Officer will initiate and coordinate other Society-related services for members of the Union as appropriate.
 7. The Student Activities Officer will ensure that Societies' achievements are acknowledged both internally and externally.
 8. The Student Activities Officer will develop a comprehensive training programme for Society officers.
- D. Student Activities**
1. The Student Activities Officer will coordinate extra-curricular activities, including key-skill activities.
 2. The Student Activities Officer will work with Staff and the College Careers Department to coordinate a strong career development programme.
 3. The Student Activities Officer will develop and coordinate both internal and external volunteer programmes.
 4. The Student Activities Officer will develop and coordinate accreditation systems that reward students for their achievements and efforts.
- E. External Representation**
1. The Student Activities Officer will represent Societies to external bodies.
 2. The Student Activities Officer will represent and develop the future of Student sport at the Union to external bodies including BUCS and ULU.
 3. The Student Activities Officer will attend BUCS London Division meetings and ULU Intercollegiate Sports Committee.

VIII. Welfare Officer

A. General

1. The Welfare Officer 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.

B. Meetings

1. The Welfare Officer will Chair the following Sub-Committee:
 - a. Hall Reps
2. The Welfare Officer will serve on the following Union Committees:
 - a. Student Affairs;
 - b. Services;
 - c. Finance;
 - d. Union Colours;
 - e. Establishment.
3. The Welfare Officer will serve on the following College Committees:
 - a. Committee for Equal Opportunities;
 - b. Disability Committee;

- c. Student Accommodation Committee;
 - d. Student Awards and Hardship Funds Committee;
 - e. Student Welfare Coordinating Committee.
 - f. Safety Committee.
 - g. Any Sub-Committees of the above that may be convened from time to time.
4. The Welfare Officer will serve on the following College Sub-Committee:
- a. Fees Sub-Committee.

C. Welfare

- 1. The Welfare Officer will initiate and coordinate welfare provisions as appropriate.
- 2. The Welfare Officer will liaise with College on issues of student welfare, support, and equal opportunities.
- 3. The Welfare Officer will assist the Communications and Services Officer in the production of welfare publications.
- 4. The Welfare Officer will represent the Union as one of the Fund Managers of the College Day Nursery Student Hardship Fund.
- 5. The Welfare Officer will oversee a biennial accommodation survey in conjunction with College Residences Office.
- 6. The Welfare Officer will oversee an annual hardship survey focusing on different parts of the Student population as they see fit.

D. International students

- 1. The Welfare Officer will represent international students collectively and individually to the Union, the International Office and the College.

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.

X. Acting Sabbatical Officers

- A. shall undertake all general non-sabbatical duties as listed above.
- B. shall undertake as far as possible the specific duties as listed above for the relevant sabbatical officer.

XI. Academic Affairs Officer

A. The Aims of the officer are:

- 1. To be responsible for representing the students in academic issues within the Union and College in co-operation with the Education Officer. They will ensure all students are aware of College issues which will affect their education.

B. Committees:

- 1. to serve as Secretary to the following Union committees:
 - a. Student Affairs.
- 2. to serve on the following Union committees:
 - a. Union Colours;
 - b. Strategic Planning.
- 3. to serve on the following College committees:
 - a. Academic Board;
 - b. Joint Staff Student Committee;
 - c. Undergraduate Education Executive.

C. Responsibilities:

- 1. to liaise with the Council Members and encourage involvement in Union matters;
- 2. to co-ordinate and run campaigns relating to academic matters at UCL in association with the Campaigns and Equal Opportunities Officer;
- 3. to bring any welfare related academic matters or campaigns to the attention of Student Affairs Committee;
- 4. to meet at least fortnightly with the Education Officer.

XII. Campaigns and Equal Opportunities Officer

A. The Aims of the officer are:

- 1. To be responsible for representing the views of students on welfare issues, both individually and collectively. They will take the leading role in all welfare campaigns in the Union and ensure that UCL Union provides equal opportunity for all students. They will

represent the needs of student Interest groups on the Executive Committee along with the Education Officer and Welfare Officer.

B. Committees:

1. to serve as Secretary to the following Union Sub-Committee:
 - a. Hall Reps;
2. to serve on the following Union committees:
 - a. Union Colours;
 - b. Strategic Planning;
 - c. Student Affairs.
3. to serve on the following College committees:
 - a. Committee for Equal Opportunities;
 - b. Student Welfare Co-ordinating Committee.

C. Responsibilities:

1. to co-ordinate all campaigns relating to the welfare of students at UCL;
2. to ensure that UCL Union operates at all times in a manner consistent with its Statement of Equal Opportunities;
3. to liaise with the relevant Executive Officers to ensure that the publicity for campaigns and other welfare issues is sufficient and is displayed at all sites;
4. to represent the interests of students facing potential discrimination within the Union;
5. to meet at least fortnightly with the Education Officer and Welfare Officer;
6. Will represent the needs of student interests groups by meeting the Womens, Disabled, BME, LGBT, Mature and International Students' Officers along with the Education Officer and Welfare Officer at least on a termly basis.

XIII. Clinical President

A. The Aims of the officer are:

1. To be responsible for bringing the views of clinical medical students to the attention of the appropriate Union and College Officers and ensuring these students are aware of all issues within UCL Union and in the college affecting them. This officer shall be a clinical medical student.

B. Committees:

1. to Chair the following Union Sub-Committees:
 - a. Clinical.
2. to serve on the following Union committees:
 - a. RUMS Executive;
 - b. Union Colours;
 - c. Strategic Planning;
 - d. Student Affairs.
3. to serve on any Medical School committees as agreed by the RUMS Executive.

C. Responsibilities:

1. to assist the Medical & Postgraduate Students' Officer in their duties;
2. to be responsible for overseeing all affairs affecting clinical students;
3. to act as the clinical medical students' representative as appropriate;
4. to meet at least fortnightly with the Medical & Postgraduate Students' Officer.

XIV. Clubs & Societies Officer

A. The Aims of the officer are:

1. To be responsible for the non-academic development of the students by encouraging club and society activities. They will cooperate with the Student Activities Officer in representing these areas within the Union and to College.

B. Committees:

1. to serve as Secretary to the following Union committees:
 - a. Activities Board;
2. to serve on the following Union committees:
 - a. Arts Board;
 - b. Union Colours;
 - c. Societies Board;
 - d. Sports Board;
 - e. Sports Colours;
 - f. Strategic Planning;
 - g. Student Affairs.
3. to serve on the following Union Sub-Committee:
 - a. Arts Colours;
 - b. Finance;

- c. Societies Colours;
- d. Sports Colours.

C. Responsibilities:

1. to help co-ordinate the club and society aspects of the Arts Festival, Freshers Fayre, Re-Freshers Fayre and other similar events;
2. to encourage the development of clubs and societies at UCL;
3. to assist the Student Activities Officer in the administration of the clubs and societies of the Union;
4. to be responsible for the dissemination of relevant information to all clubs and societies;
5. to organise an annual inter-society sports tournament for all non-sports designated Societies;
6. to assist the Student Activities Officer with the co-ordination of student development initiatives;
7. to meet at least fortnightly with the Student Activities Officer;
8. to organise an annual inter-society non-sport event for members of all societies;
9. to encourage clubs & societies to be inclusive and work within UCLU equal opportunities policy.

XV. Environment and Ethics Officer

A. The Aims of the officer are:

1. To be responsible for ensuring that UCL Union operates in as ethically and ecologically sound a manner as possible. This officer will proactively investigate and research methods of improving UCL Union's operation in this respect.

B. Committees:

1. to serve on the following Union committees:
 - a. Services;
 - b. Union Colours;
 - c. Strategic Planning;
 - d. Student Affairs.

C. Responsibilities:

1. to oversee environmental and ethical matters concerning the Union;
2. to be proactive in efforts to improve the environmental and ethical performance of the Union;
3. to co-ordinate and run campaigns relating to environmental and ethical matters in association with the Campaigns and Equal Opportunities Officer;
4. to meet at least fortnightly with the Communications & Services Officer.

XVI. 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. Union 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.

XVII. Postgraduate Association President

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, particularly academic and welfare issues. 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 as secretary to the following Union Committees:
 - a. Postgraduate Association Executive Committee.
2. to serve on the following Union committees:
 - a. Union Colours;
 - b. Strategic Planning;
 - c. Student Affairs.
3. to serve on any appropriate College committees.

C. Responsibilities:

1. To coordinate with UCL Union entertainments for postgraduate students.
2. To coordinate with UCL Union in communicating to postgraduate students.
3. To hold regular meetings with the Graduate School to ensure that the views of postgraduate students are represented.
4. To meet regularly with the UCL Union sabbatical officer responsible for postgraduate students.
5. To represent postgraduate students externally to organisations such as the NUS and the National Postgraduate Committee.

XVIII. Pre-Clinical President

A. The Aims of the officer are:

1. To be responsible for bringing the views of pre-clinical medical students to the attention of the appropriate Union and College Officers and ensuring these students are aware of all issues within UCL Union and in the college affecting them. This officer shall be a pre-clinical medical student.

B. Committees:

1. to Chair the following Union Sub-Committees:
 - a. Pre-Clinical.
2. to serve on the following Union Committees:
 - a. RUMS Executive;
 - b. Union Colours;
 - c. Strategic Planning;
 - d. Student Affairs.
3. to serve on any Medical School Committees as agreed by the RUMS Executive.

C. Responsibilities:

1. to assist the Medical & Postgraduate Students' Officer in their duties.
2. to be responsible for overseeing all affairs affecting pre-clinical students.
3. to act as the pre-clinical medical students' site representative as appropriate.
4. to meet at least fortnightly with the Medical & Postgraduate Students' Officer.

XIX. Promotions and Entertainments Officer

A. The Aims of the officer are:

1. To ensure that all students are kept aware of the Union's activities and events, this will require close liaison with the Communications & Services Officer. To ensure the Union has a varied and exciting entertainments programme and that all events are adequately promoted.

B. Committees:

1. to serve as Secretary to the following Union committees:
 - a. Media Management.
2. to serve on the following Union committees:
 - a. Activities Board;
 - b. Services;
 - c. Union Colours;
 - d. Strategic Planning;
 - e. Student Affairs.

C. Responsibilities:

1. to seek proactively content for Union publications;
2. to work alongside the Communications & Services Officer and all other members of the Executive to ensure that all areas of the Union are promoted to their full potential, including overseeing the distribution of all Union publications;
3. to co-ordinate and oversee the running of all Union entertainments;
4. to meet at least fortnightly with the Communications & Services Officer.

XX. SSEES Site President

A. The Aims of the officer are:

1. To be responsible for bringing the views of students of the School to the attention of the SSEES Executive Committee, and the appropriate Union, College and School Officers and ensuring these students are aware of all issues within UCL Union and the College affecting them. This officer shall be a student based at SSEES.

B. Committees:

1. to Chair the following Union committees:
 - a. SSEES Site Committee.
2. to serve on the following Union Committees:
 - a. Union Colours;
 - b. Strategic Planning;
 - c. Student Affairs.
3. to serve on any SSEES Committees as agreed by the SSEES Site Committee.

C. Responsibilities:

1. to be responsible for overseeing all student affairs at SSEES;
2. to act as the SSEES site representative as appropriate.

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;
 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.
- B. Student interest groups will be: BME students, Disabled students, International students, LGBT students and Mature students.

XXII. Arts Officer

- A. shall be a non-executive officer elected by Arts Board;
- B. shall be Chair of Theatre Users Sub-Committee;
- C. shall be Secretary to Arts Board and Arts Colours Sub-Committee;
- D. shall help co-ordinate the arts festival, Freshers' Fayre and Re-Freshers' Fayre;
- E. shall encourage the development of the arts societies at UCL;
- F. shall submit content relating to arts societies to the Union's news publications;
- G. shall attend Council, Activities Board, Union Colours Committee and Finance Sub-Committee;
- H. shall assist the Student Activities Officer in the administration and co-ordination of the arts societies of the Union;
- I. shall be responsible for the dissemination of relevant information to all Arts Societies;
- J. shall attend the college Joint Committee for the UCL Bloomsbury (Theatre).

XXIII. Black and Minority Ethnic Students' Officer

- A. shall be a non-executive officer;
- B. shall be the president of the Black and Minority Ethnic (BME) Students' group;
- C. shall self-define as black and/or minority ethnic (BME) student;
- D. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating BME students to the attention of this committee.
- E. shall represent the interests of students facing potential racial discrimination within the Union;
- F. shall attend Union Council and Social Colours Committee.
- G. shall liaise where appropriate with the NUS Black Students' Campaign.
- H. shall be ex-officio delegate on behalf of UCL Union to NUS Black Students' Conference and NUS Anti-Racism, Anti-Fascism Conference.

XXIV. Disabled Students' Officer

- A. shall be a non-executive officer;
- B. shall be the president of the Disabled Students' group;
- C. shall self define as disabled;
- D. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating to disabled students to the attention of this committee;
- E. shall represent interests of disabled students within the Union;
- F. Shall attend the College Disability Committee.
- G. shall attend Union Council and Union Colours Committee.
- H. shall be ex-officio delegate on behalf of UCL Union to NUS Disabled Students' Conference.

- I. shall liaise on behalf of UCL Union with the NUS Disabled Students' campaign.

XXV. International Students' Officer

- A. shall be a non-executive officer;
- B. shall be the president of the International Students' group;
- C. shall be a student whose normal place of residence is outside the UK;
- D. shall represent the interests of international students within the Union;
- E. shall attend Union Council and Union Colours Committee;
- F. shall attend Student Affairs Committee and be responsible for bringing any campaigns relating to international students to the attention of this committee;
- G. shall help and advise in the running of International Student Orientation Programmes;
- H. shall attend College Fees Committee.

XXVI. Lesbian, Gay, Bisexual and Trans Students' Officer

- A. shall be a non-executive Officer;
- B. shall be the president of the Lesbian, Gay, Bisexual and Trans Students' group;
- C. shall self define as Lesbian, Gay, Bisexual or Trans;
- D. shall be elected by the Lesbian, Gay Bisexual and Trans Society;
- E. shall represent the interests of Lesbian Gay Bisexual and Trans students within the Union.
- F. shall attend Student Affairs Committee and be responsible for bringing any matters or campaigns relating to lesbian, gay, bisexual or trans students to the attention of this committee;
- G. shall attend Union Council and Union Colours Committee;
- H. shall liaise on behalf of UCL Union with the NUS Lesbian, Gay, Bisexual and Trans Campaign;
- I. shall attend NUS Lesbian, Gay, Bisexual and Trans Students' Conference alongside 3 delegates elected by the Lesbian, Gay Bisexual and Trans Society.

XXVII. Mature Students' Officer

- A. shall be a non-executive officer;
- B. shall be a student who entered UCL after the age of 21;
- C. shall represent the interests of mature students in the Union;
- D. shall attend Student Affairs Committee and be responsible for bringing any campaigns relating to mature students to the attention of this committee;
- E. shall attend Union Council and Union Colours Committee;
- F. shall liaise on behalf of the Union with the Mature Students Union of Great Britain.

XXVIII. Part-Time Students' Officer

- A. shall be a non-executive officer;
- B. shall be a registered part-time student;
- C. shall represent the interests of part-time students within the Union;
- D. shall attend Union Council and Student Affairs Committee;
- E. shall attend the college Joint Staff-Students Committee.

XXIX. Postgraduate Association Vice President

- 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, particularly academic and welfare issues. 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. Union Council;
 - c. Student Affairs.
 - 2. In the absence of the President, to serve on the following Union committees:
 - a. UCL Union Executive;
 - b. Union Colours;
 - c. Strategic Planning.
 - 3. In the absence of the President, to serve on any appropriate College committees.
- C. Responsibilities:
 - 1. In the absence of the President, to hold regular meetings with the Graduate School to ensure that the views of postgraduate students are represented.

2. In the absence of the President, to meet regularly with the UCL Union sabbatical officer responsible for postgraduate students.
3. In the absence of the President, to represent postgraduate students externally to organisations such as the NUS and the NPC.

XXX. Postgraduate Association Entertainments 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. Union Council.
- C. Responsibilities
 1. To liaise with UCL Union's Entertainments Department regarding entertainments for the postgraduate student community.
 2. To organise entertainments for the postgraduate student community in conjunction with the PGA Executive Committee.

XXXI. 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.

XXXII. Societies Officer

- A. shall be a non-executive officer elected by Societies Board;
- B. shall be Secretary to Societies Board and Societies Colours Sub-Committee;
- C. shall help co-ordinate Freshers' and Re-Freshers' Fayre;
- D. shall encourage the development of the societies at UCL;
- E. shall submit content relating to societies to the Union's news publication ;
- F. shall attend Activities Board, Union Colours Committee, Finance Sub-Committee, Arts Colours Sub-Committee and Union Council;
- G. shall assist the Student Activities Officer in the administration and co-ordination of the societies of the Union;
- H. shall be responsible for the dissemination of relevant information to all societies.
- I. shall be a member of Theatre Users Sub-Committee of Arts Board.

XXXIII. Sports Officer

- A. shall be a non-executive officer elected by Sports Board;
- B. shall be Secretary to Sports Board and Sports Colours Sub-Committee;
- C. shall help co-ordinate Freshers' and Re-Freshers' Fayre;
- D. shall encourage the development of the sports clubs at UCL;
- E. shall submit content relating to sports clubs to the Union's news publications;
- F. shall attend Union Council, Activities Board, Finance Sub-Committee, Sports Grounds Committee and Union Colours Committee;
- G. shall assist the Student Activities Officer in the administration of the sports clubs of the Union;
- H. shall be responsible for the dissemination of relevant information to all sports clubs;
- I. shall attend BUCS London Division meetings and ULU Intercollegiate Sports Committee;

- J. shall be aware of the British Universities & Colleges Sport (BUCS) rules and regulations and attend BUCS conferences with the Student Activities Officer as necessary.

XXXIV. SSEES Vice President

- A. The aims of the officer are:
1. To be responsible for bringing the views of students of the School to the attention of the SSEES Executive Committee, and the appropriate Union, College and School Officers and ensuring these students are aware of all issues within UCL Union and the College affecting them. This officer shall be a student based at SSEES.
- B. Committees:
1. to serve as Secretary to the following Union committees:
 - a. SSEES Executive Committee.
 2. to serve on the following Union Committees:
 - a. UCL Union Council.
 3. to serve on any SSEES Committees as agreed by the SSEES Executive Committee.
- C. Responsibilities:
1. to assist the SSEES President in their duties relating to SSEES;
 2. to act as the SSEES site representative as appropriate.

XXXV. Volunteering Officer

- A. Shall be a non-executive officer
- B. Shall represent the views of students involved in volunteering.
- C. Shall be the lead officer on all volunteering promotion campaigns in the Union.
- D. Shall attend Union Council, Services Committee, Union Colours Committee and VSU Steering Committee
- E. Shall encourage the development of volunteering at UCL
- F. Shall meet regularly with the Student Activities Officer.

XXXVI. Women's Officer

- A. shall be a non-executive officer;
- B. shall be the president of the Women Students' group;
- C. shall self-define as a woman;
- D. shall represent the interests of women students within the Union;
- E. shall attend Student Affairs Committee and be responsible for bringing any matters of campaigns relating to women to the attention of this committee;
- F. shall be ex-officio delegate to NUS Women's Conference;
- G. shall attend Union Council and Union Colours Committee.

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; provide written material for the Union Handbook as and when required.

XXXVIII. Faculty Reps

- A. shall be Council Members;
- B. shall raise awareness of issues affecting their Faculty within the Union and issues affecting the Union within their Faculty;
- C. shall attend the Faculty Board;
- D. shall attend Union Council;
- E. shall meet regularly with other Faculty reps to discuss areas of common interest.

XXXIX. Postgraduate Faculty Reps

- A. shall be Council Members;
- B. shall raise awareness of issues affecting their Faculty within the Union and issues affecting the Union within their Faculty;

- C. shall attend the Faculty Board;
- D. shall attend Union Council;
- E. shall meet regularly with other Faculty reps to discuss areas of common interest.

XL. Hall Reps

- A. shall represent the interests of all students within their hall within the Union and College;
- B. attend Union Council and Hall Reps Sub-Committee;
- C. attend College Student Accommodation Committee;
- D. encourage students within their hall to become involved in the Union.

XLI. Senior Treasurers

- A. There shall be four, non-voting senior treasurers as outlined below:
 - 1. one Senior Treasurer shall have responsibility for legal matters;
 - 2. one Senior treasurer shall have responsibility for taxation and accounting matters;
 - 3. two Senior Treasurers shall be without portfolio.
- B. Senior Treasurers shall be invited to attend Council, Finance Committee, Establishment Committee and any other Standing Committees specific to their responsibilities.
- C. Union Council shall decide, on electing the Senior Treasurers, which responsibilities each shall have and may specify additional responsibilities at their discretion.
- D. Any member of UCL staff (except UCL Union staff) may stand to become a Senior Treasurer, subject to the constitution, with the exception of registered students of University College London.
- E. Senior Treasurers shall be elected in accordance with the standing orders for elections.