

## **Rule 6 – Student Leaders**

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*Each of the Union's activities has a Sabbatical ultimately available to support them and be held accountable for their work. Direct leadership comes from Student Leaders. This section describes who those leaders are and what their role is.*

### **1. Generic Student Leader Role Descriptions**

#### **1.1 General**

- (a) Student Leaders shall normally hold office from the 1 July for 1 year, or in the case of Autumn elections from immediately after they are declared elected. The period of office of the Postgraduate Students' Officer (Taught) shall last until 30th September in the academic year following their election.
- (b) All Student Leaders are required to attend training in their areas of work.
- (c) To conduct their work in a professional manner and uphold the reputation of the Union
- (d) To represent and promote the Union locally, nationally and internationally
- (e) The individual responsibilities and major duties of the Officers are prescribed below, and reviewed by the Union at least once every three years.
- (f) In the case of an Officer resigning or being recalled, the President will ensure the vacancy is handled in line with Rule 7.
- (g) This list is not exhaustive; the officers may, from time to time, undertake such other duties as required by the needs of the post or as directed by the appropriate Union Committees or President.

#### **1.2 Student Representative**

- (a) To ensure that as much time as is practical is spent providing for and delivering to students at all the various sites of the University.
- (b) To actively engage with students, encouraging an ethos of participation & involvement in all Union activities.
- (c) To ensure all students involved in their activity areas are fully aware of the relevant law, policies and procedures relating to their activity.

- (d) To report back on all activities undertaken to via the Union website, and via the Zones as required.

### 1.3 Work Responsibilities

- (a) To work in partnership with relevant officers and staff in all areas of work.
- (b) To produce plans for the effective handover of duties to the incoming Student Leaders.
- (c) To devise, submit and monitor all budgets in their activity area, to ensure there are no negative variances.
- (d) To act as a point of contact for Union members and external bodies.
- (e) To follow the Equality Policy of the Union representing disadvantaged and minority groups in all areas of student life, ensuring that they are able to play as full a role as they wish without fear of harassment or discrimination.
- (f) To follow the Health & Safety and Ethical & Environmental Policies of the Union, ensuring our impact is positive.

### 1.4 Accountability

- (a) To be held accountable to Union members for their work.
- (b) To work within a plan set by the Sabbatical Team each year for their accountability, setting out the mediums and services that will be used to discharge this duty, to include:
  - (i) promptly answering questions submitted by members via the Union website,
  - (ii) updating members about their work, in a format they consider appropriate, at least once per month, via the Union website or social media.
  - (iii) reporting on their progress against their year plans, at least three times per year, according to a format agreed by Democracy Zone Committee, via the Union website.
  - (iv) using such other methods of communication, including social media, to update members on the work they have done, as they believe will be the most effective in reaching different audiences.

**2. Student Leaders**

2.1 The Student Leaders are:

<b>Zone</b>	<b>Student Leaders</b>
Democracy	<ul style="list-style-type: none"> <li>• Student Groups Officer</li> </ul>
Creative Industries	<ul style="list-style-type: none"> <li>• Creative Industries Zone Student Groups Representative</li> <li>• Performing Arts Student Groups Representative</li> <li>• Union Films Cinema Manager</li> <li>• The Edge Editor</li> <li>• Wessex Scene Editor</li> <li>• SUSUtv Station Manager</li> <li>• Surge Radio Station Manager</li> </ul> <p><i>The position of Creative Services Representative is elected from amongst the heads of the Creative Services, and is not a Student Leader position in its own right.</i></p>
Student Communities	<ul style="list-style-type: none"> <li>• International Students' Officer</li> <li>• Winchester Campus President</li> <li>• Medical Society President</li> <li>• National Oceanography Centre (Site) Officer</li> <li>• Postgraduate Students' Officer (Taught)</li> <li>• Postgraduate Students' Officer (Research)</li> <li>• Halls Officer</li> <li>• Student Communities Zone Student Groups Representative</li> </ul>
Education	<ul style="list-style-type: none"> <li>• Faculty Officers</li> <li>• Education Zone Student Groups Representative</li> </ul>
External Engagement	<ul style="list-style-type: none"> <li>• Community and Volunteering Officer</li> <li>• Raise and Give (RAG) President</li> <li>• Student Enterprise Officer</li> </ul>
Student Life	<ul style="list-style-type: none"> <li>• Nightline Officer</li> <li>• Wellbeing Officer</li> <li>• Housing Officer</li> <li>• Student Life Zone Student Groups Representative</li> </ul>
Sports Development	<ul style="list-style-type: none"> <li>• Sports Participation Officer</li> <li>• Intra-Mural Officer</li> <li>• Athletic Union Officer</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>• Ethics and Environment Officer</li> <li>• Equality and Diversity Officer</li> <li>• Sustainability Zone Student Groups Representative</li> </ul>

### **3. Ethical and Environmental Officer**

- 3.1 Be a Student Leader Trustee.
- 3.2 Be responsible for implementing an effective environmental and ethical policy within the Union .
- 3.3 Monitor and take steps to ensure the Union’s activities and services have a minimal impact on the environment and are positively ethical.
- 3.4 Co-ordinate awareness campaigns and events around our ethical and environmental impact.

### **4. Equality and Diversity Officer**

- 4.1 Be a Student Leader Trustee.
- 4.2 Be responsible for implementing an effective equal opportunities policy within the Union.
- 4.3 Monitor and take steps to ensure the Union’s activities and services are accessible to all members.
- 4.4 Co-ordinate awareness campaigns and events around equality issues.

### **5. Faculty Officers**

- 5.1 There shall be one Faculty Officer for each Faculty, with the exception of the Faculty of Medicine, who shall be represented for academic purposes by the Medical Society Vice-President Academic.
- 5.2 The Senior Course Representative in their Faculty.
- 5.3 The co-ordination of the relevant student academic representatives.
- 5.4 Working with the aforementioned representatives and the VP Education to represent student views to the University.

### **6. Postgraduate Students’ Officer (Research)**

- 6.1 Monitor and take steps to ensure the Union’s activities and services are accessible and welcoming to Postgraduate Students in tandem with the Postgraduate Students’ Officer (Taught).
- 6.2 To represent the interests of Postgraduate Research students locally, nationally and internationally.

6.3 Co-ordinate events and activities that support Postgraduate students in tandem with the Postgraduate Students' Officer (Taught)

### **7. Postgraduate Students' Officer (Taught)**

7.1 Monitor and take steps to ensure the Union's activities and services are accessible and welcoming to Postgraduate Students in tandem with the Postgraduate Students' Officer (Research).

7.2 To represent the interests of Postgraduate Taught students locally, nationally and internationally.

7.3 Co-ordinate events and activities that support Postgraduate students in tandem with the Postgraduate Students' Officer (Research).

### **8. International Students' Officer**

8.1 Monitor and take steps to ensure the Union's activities and services are accessible and welcoming to International Students.

8.2 To represent the interests of international students locally, nationally and internationally.

8.3 Co-ordinate events and activities that support international students.

### **9. The Edge Editor**

9.1 To co-ordinate section editors, writers and contributors to The Edge.

9.2 To co-ordinate the design and layout of each edition of The Edge.

### **10. Surge Radio Station Manager**

10.1 To co-ordinate the operation and output of the radio station.

10.2 To co-ordinate all DJs, sub-committee members and contributors.

### **11. Wessex Scene Editor**

11.1 To co-ordinate section editors, writers and contributors to the Wessex Scene.

11.2 To co-ordinate the design and layout of each edition of the Wessex Scene.

### **12. SUSUtv Station Manager**

12.1 To co-ordinate the operation and output of the TV station.

12.2 To co-ordinate all technical and creative contributors and sub-committee members.

### **13. Athletic Union Officer**

13.1 To assist the Vice President Sports Development on Athletic Union issues and with the development of the Athletic Union.

13.2 To take a lead in organising key events throughout the year that allow student groups to demonstrate their sporting talents and skills.

13.3 Represent the interests of the Athletic Union Student Groups on the Zone Committee.

13.4 Liaise between such Student Groups and the Zone Committee/relevant Sabbatical Officer.

13.5 Represent such Student Groups on the Student Groups Committee.

### **14. Sports Participation Officer**

14.1 To take a lead on issues affecting participation in sport and recreational activities University wide.

14.2 To co-ordinate participation programmes.

14.3 To take a lead on schemes to engage with under-represented groups in the Athletic Union.

14.4 Represent the interests of the non-Athletic Union or Intramural Student Groups on the Zone Committee.

14.5 Liaise between such Student Groups and the Zone Committee/relevant Sabbatical Officer.

14.6 Represent such Student Groups on the Student Groups Committee.

### **15. Intra-Mural Officer**

15.1 To promote the Intra-Mural league system.

15.2 To represent students in the organisation of Intra-Mural events throughout the year.

15.3 Chair the Intra-Mural Committee.

15.4 Represent the interests of the Intra-Mural Groups on the Zone Committee.

15.5 Liaise between such Groups and the Zone Committee/relevant Sabbatical Officer.

### **16. Housing Officer**

16.1 Liaise and work with the VP Welfare on housing campaigns.

16.2 Represent student issues regarding housing on the Student Life Zone Committee.

16.3 In conjunction with the VP Welfare, represent University of Southampton students' views on housing locally.

### **17. Wellbeing Officer**

17.1 To develop programs to enhance the wellbeing of members.

17.2 To promote physical and mental health improvements affecting students' lives.

### **18. Nightline Officer**

18.1 To co-ordinate the activities of Nightline ensuring a high standard of service.

18.2 To provide a public face for the confidential listening service, allowing others to retain anonymity.

### **19. Community and Volunteering Officer**

19.1 Support and develop student-led community volunteering projects, develop reward systems and social support for volunteers, and promote the benefits of community volunteering within the student community.

19.2 To represent the interests of the community student groups on the Zone Committee.

19.3 Represent such Student Groups on the Student Groups Committee.

### **20. Halls Officer**

20.1 To work with each Halls Committee to co-ordinate activities and support for students in halls of residence.

20.2 To represent and promote the activities of all of the Halls Committees.

**21. Raise and Give (RAG) President**

- 21.1 To co-ordinate all charitable activity within the Students' Union.
- 21.2 To promote charitable causes and actions.
- 21.3 To represent the interests of charity-affiliated groups on the Zone Committee.
- 21.4 To represent such Student Groups on the Student Groups Committee.

**22. Student Groups Officer**

- 22.1 To work with the relevant officers and staff to ensure the effective running of student groups.
- 22.2 To represent the interests of student groups.

**23. Student Groups Representatives**

- 23.1 Creative Industries Zone Student Groups Representative
  - (a) Represent the interests of the Creative Industries Student Groups (with the exception of the Media Groups, Union Films and the Performing Arts Student Groups) on the Zone Committee.
  - (b) Liaise between such Student Groups and the Zone Committee/relevant Sabbatical Officer.
  - (c) Represent such Student Groups on the Student Groups Committee.
- 23.2 Performing Arts Student Groups Representative
  - (a) Work with the performance based societies to develop their activity.
  - (b) Represent the interests of the Performing Arts Student Groups on the Zone Committee.
  - (c) Liaise between such Student Groups and the Zone Committee/relevant Sabbatical Officer.
  - (d) Represent such Student Groups on the Student Groups Committee.
- 23.3 Student Life Zone Student Groups Representative
  - (a) Represent the interests of the Student Life Zone Student Groups (with the exception of Nightline) on the Zone Committee.
  - (b) Liaise between such Student Groups and the Zone Committee/relevant Sabbatical Officer.

- (c) Represent such Student Groups on the Student Groups Committee.

### 23.4 Student Groups Representatives

For the Education, Student Communities and Sustainability Zones:

- (a) Represent the interests of the Zone Student Groups (with the exception of Union Groups) on the Zone Committee.
- (b) Liaise between such Student Groups and the Zone Committee/relevant Sabbatical Officer.
- (c) Represent such Student Groups on the Student Groups Committee.

## 24. Student Enterprise Officer

- 24.1 To support and develop the enterprise activities of our students.
- 24.2 To develop reward systems and social support for the entrepreneurs.
- 24.3 To promote the benefits of Student Enterprise.
- 24.4 Represent the interests of the enterprise Student Groups on the Zone Committee.
- 24.5 Liaise between such Student Groups and the Zone Committee/relevant Sabbatical Officer.
- 24.6 Represent such Student Groups on the Student Groups Committee.

## 25. Union Films Cinema Manager

- 25.1 To co-ordinate the operation and output of the cinema.
- 25.2 To co-ordinate all volunteers and sub-committee members.

## 26. National Oceanography Centre (Site) Officer

- 26.1 Work with the relevant officers and staff to ensure SUSU activity and services are accessible to students at this site.
- 26.2 To represent the interests of students studying at the National Oceanography Centre.

## 27. Medical Society President

- 27.1 To co-ordinate the general operation of the Medical Society (MedSoc), and chair the MedSoc Committee.

27.2 To represent MedSoc and the Committee within SUSU, and to the University.

**28. Winchester Campus President**

28.1 Lead and coordinate the WSA Committee and be the link between the Committee and the VP Student Communities and all other Student Leaders

28.2 Ensure the purpose of the committee is achieved effectively and efficiently

28.3 Continue to shape and develop representation at WSA and ensure WSA students are represented in SUSU structure

28.4 Ensure an effective handover of ongoing projects and knowledge transfer for the following year.