

FULL TIME EXECUTIVE OFFICER BYE LAW

This Bye-Law describes the roles and duties of the Full Time Officers.

Capitalised terms used but not defined in these Bye-Laws shall have the meaning given to them in the Articles of Association of the Union adopted with effect from 2 January 2023

FULL TIME OFFICER ROLES

1. The Full Time Officer roles of the Union are:
 - 1.1. President;
 - 1.2. Education Officer;
 - 1.3. Wellbeing Officer; and
 - 1.4. Activities Officer

APPOINTMENT

2. Full Time Officer roles stated in paragraph 1 are the appointments to “major union offices” under Section 22 of the Education Act 1994.
3. Unless the Full Time Officer is elected to fill a vacancy arising during an Academic Year, Full Time Officers shall be elected for one calendar year and their terms of office shall ordinarily commence on 1st July following their election and terminate on 30th June the following year.
4. Subject to successful re-election, Full Time Officers may serve a maximum of two terms, which need not be consecutive.

STATUS OF FULL TIME OFFICERS

5. Full Time Officers are both an office holder and an employee of Lancaster University Students' Union (the “**Union**”).
6. Full Time Officers are subject to the policies and procedures of the Union as outlined in the Articles of Association and Byelaws including, but not limited to, complaints and disciplinary procedures and confidence motions.
7. Officers are additionally required to adhere to their terms and conditions of employment as stated in Full Time Officer contracts of employment and the Trustee Code of Conduct.

OFFICER DUTIES FOR ALL ROLES

8. All Full Time Officers are expected to undertake the following duties:
 - 8.1. Uphold and take responsibility for their own adherence to the Articles, Bye Laws, regulations and policies to ensure the effective governance and development of the Union;
 - 8.2. Engage with the wider membership, seeking feedback and input from Student Members and encouraging positive participation and involvement in the Union;

- 8.3. Actively represent, both locally and nationally, the interests of the Student Members ensuring the needs of all students are represented and taking into account the diversity of the Union's membership;
 - 8.4. Serve as a Full Time Elected Officer Trustee on the Board and any subcommittee to which they are appointed, collaborating with other Trustees to ensure accountability of decision making and the financial and legal wellbeing of the Union;
 - 8.5. Subject to any restrictions set out in the Articles, carry out any other duties as may be assigned to the Full Time Officers by Referenda, Student Members' Meetings, the Board or the Union Assembly, if consistent with their elected role and terms of employment;
 - 8.6. Regularly report back to the Full Time Officer Group on their activities;
 - 8.7. Run and lead political campaigns that are relevant to their portfolio and work in collaboration with other officers and staff, ensuring that such campaigns do not in any way conflict with any of their duties as a Trustee or employee;
 - 8.8. Work collaboratively to support equality, diversity and inclusion in decision making and activities, with particular focus on students from liberation backgrounds, distance learners and mature students and to promote issues on internationalisation and promote the integration of international students into the Union;
 - 8.9. Work collaboratively to engage, represent and support Postgraduate students;
 - 8.10. Deliver initiatives and activities, as individuals and collaboratively with other officers and staff members, which promote a positive state of student wellbeing and improve the student experience;
 - 8.11. Complete mandatory induction and training as well as continual development throughout the year in post;
 - 8.12. Ensure that any and all information derived from Board and Assembly meetings and business is not conveyed to any Union media outlets or to social media, whether used in a professional or personal capacity, or by anyone working under their supervision, without the express written authority of the Board of Trustees and/or the Union Assembly as applicable. (Failure to comply with this requirement may result in disciplinary action);
 - 8.13. Fulfil the specific Full Time Officer roles and duties as outlined in this Byelaw, the Trustee Byelaw and the Full Time Officer Group Bye Law;
 - 8.14. To maintain democratic procedures such as elections and Referenda, and ensure these remain student-focused, taking into account the diversity of the Union's membership;
 - 8.15. To maintain good governance through the Union's Article of Association and Bye Laws and periodically review the same to test whether they remain up to date, accessible, and relevant to the membership;
 - 8.16. To champion the ethical and environmental work of the Union, leading campaign, supporting student leaders, and making representations to internal and external bodies;
 - 8.17. To oversee the work of the Union in relation to employability projects; and
 - 8.18. Attend any sub-committees of the Board and the Union Assembly to which they are appointed (ex officio or personally).
9. To appoint from among their number:
- 9.1. An officer responsible for deputising for the President;
 - 9.2. An additional Non-Executive Director (alongside the President) of L.U.S.U. Services Company Limited and L.U.S.U. Housing Limited;
 - 9.3. A lead officer to oversee sustainability programmes within the Union and chair relevant sub-committees; and

- 9.4. A lead officer to oversee equality, diversity and inclusion programmes within the Union and chair relevant sub-committees.
10. Full Time Officers must keep a reasonable record of their activities (having due regard to the confidentiality of matters, including personnel related activities and University level confidential discussions), for the basis of a report to each Union Assembly in accordance with the Union Assembly Byelaw and Procedure for Union Assembly Byelaw.

THE ROLE AND DUTIES OF PRESIDENT

11. The additional role and duties of the President are:

- 11.1. To lead the broad development of the Union;
- 11.2. To coordinate and support the activities of the Full-Time Officer team;
- 11.3. To chair the Full Time Officer Group in order to co-ordinate the activities of the Group, ensuring good working relationships between the team are maintained and duties are being undertaken and terms and conditions of office are adhered to;
- 11.4. To act as the Chair of the Trustee Board and College Presidents Committee;
- 11.5. To be the lead spokesperson of the Union with regard to student and political issues, at all times in a manner consistent with Policy, resolutions of the Board or, in the absence of specific Policy or direction, in a manner consistent with the President's role and responsibility as Chair of the Board of Trustees;
- 11.6. To attend University Council, Senate and any other committees of University Council or Senate to which they are appointed ex officio;
- 11.7. To act as the lead delegate for the NUS national conference;
- 11.8. To act as the lead officer for championing Junior Common Rooms and the Postgraduate Board;
- 11.9. To oversee the running of Student Members' Meetings in accordance with the Union's Bye Laws and Articles of Association, ensuring that officer and governance information is accessible and accurate;
- 11.10. To act on behalf of the Union to sanction the suspension of students from their course of study and/or removal from campus, as required by the University's policies and procedures from time to time; and
- 11.11. To act as the lead officer in relation to the operations of the Union's commercial services and their development, including acting as a Non-Executive Director of L.U.S.U. Services Company Limited and L.U.S.U Housing Limited.

11.11 THE ROLES AND DUTIES OF THE EDUCATION OFFICER:

12. The additional role and duties of the Education Officer are:

- 12.1. To be the lead student representative on academic and related issues concerning the development of the Undergraduate, Postgraduate Taught

("PGR") and Postgraduate Research ("PGR") experience to the University. Focusing on:

- 12.1.1. Education policy development and implementation;
 - 12.1.2. Quality assurance and enhancement;
 - 12.1.3. Learning support, facilities and resources;
 - 12.1.4. Future academic strategy;
 - 12.1.5. Provision at associate and partner institutions in Lancaster and internationally;
 - 12.1.6. Tackling inequalities within academia;
- 12.2. To understand the academic structural differences between PGT and PGR students and the issues they face which are different to those of Undergraduates;
- 12.3. To be an active member of all relevant University committees to which the role is entitled and to network and liaise with the senior academic-related management staff, Faculty and School Deans, and the Student Registry and heads of academic related services;
- 12.4. To facilitate and support the work of Academic Representatives and other relevant Student Groups by:
- 12.4.1. Acting as the lead officer for the recruitment, training, development and promotion of Academic Representatives (including Lead and Faculty Representatives);
 - 12.4.2. Representing and ensuring effective collaboration with existing Union structures and the University regarding feedback including Co-Chairing the Student Feedback Committee with the Associate Academic Dean for Students;
 - 12.4.3. Facilitating and supporting the work of education and welfare officers on campaigns, and sign-posting them to relevant training and guidance where appropriate;
 - 12.4.4. Coordinating the development and delivery of Union campaigns relevant to the role; and
 - 12.4.5. Chairing the Academic Sub-Committee of the Union Assembly (if formed).

THE ROLES AND DUTIES OF THE WELLBEING OFFICER

13. The additional role and duties of the Wellbeing Officer are:

- 13.1.
- 13.2. To lead campaigns and activities related to students' wellbeing issues;
- 13.3.
- 13.4. In conjunction with staff, to produce digital resources relating to the wellbeing activities of the Union;
- 13.5. To act as the lead student officer responsible for responding to national wellbeing issues and bringing these to the Union Assembly and/or the Board of Trustees;
- 13.6. To chair the work of the Wellbeing and Inclusion Sub-committee of the Union Assembly (if formed), facilitating:
 - 13.6.1. Liberation campaigning;

- 13.6.2. Effective communication between wellbeing and liberation representatives and officers and the representation of all stakeholder groups' views;
- 13.6.3. Relevant debate and discussion of key equality and wellbeing issues;
- 13.6.4. The development of recommendations for wellbeing policy and plans to the Union and University; and
- 13.6.5. The dissemination of information about University's progress/work on relevant projects.

THE ROLES AND DUTIES OF THE ACTIVITIES OFFICER

14. The additional role and duties of the Activities Officer are:

- 14.1. To be the primary student representative for sports, societies, and recreational groups, ensuring the provision and promotion of extracurricular events and encouraging participation having regard to the diversity of the student population;
- 14.2. To be the primary liaison between the staff teams and student groups on all representative matters;
- 14.3. To represent student opinion to the University and Union on the quality and availability of facilities, priorities for future developments, and opportunities for students);
- 14.4. To act as the lead liaison with University Facilities on political issues affecting student groups;
- 14.5. To act as the lead officer responsible for all Union Media outlets, being:
 - 14.5.1. Bailrigg FM;
 - 14.5.2. LA1TV;
 - 14.5.3. Take2 Cinema; and
 - 14.5.4. Student Comment and News (SCAN).

This shall include taking full editorial responsibility for the output of such Union Media outlets;
- 14.6. To ensure that executive members of each student group undergo adequate and relevant training;
- 14.7. To chair the Lancaster Roses Committee and, where applicable the combined Roses Committee; and
- 14.8. To chair both Societies Committee and Sports Committee.

VERSION	2024:1
APPROVED BY UNION ASSEMBLY:	January 2024
APPROVED BY TRUSTEE BOARD:	January 2024
DATE OF NEXT REVIEW:	January 2025

