

## **FULL TIME EXECUTIVE OFFICER BYE LAW**

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### **1. FULL TIME OFFICER ROLES**

1.1. The Full Time Officer roles of the Students' Union are:

- 1.1.1. President
- 1.1.2. Vice President (Union Development)
- 1.1.3. Vice President (Education)
- 1.1.4. Vice President (Welfare)
- 1.1.5. Vice President (Societies and Media)
- 1.1.6. Vice President (Sports)

### **2. APPOINTMENT**

2.1. Officer roles stated in 1.1 are the appointments to major union offices under Section 22 of the Education Act 1994.

2.2. Officers under 1.1 are elected for one academic year:

- 2.2.1. Article 20.3 of the Memorandum and Articles of Association allows for a second term of appointment.
- 2.2.2. The period of office shall start on the first day of the summer vacation through to the date set by the university for the end of summer term.

### **3. STATUS OF FULL TIME OFFICERS**

3.1. Full Time Elected Officers are both an office holder and an employee of Lancaster University Students' Union.

3.2. Officers are subject to the policies and procedures of the Union as outlined in the Memorandum and Article of Association and Bye Laws including, but not limited to, complaints and disciplinary procedures and confidence motions.

3.3. Officers are additionally required to adhere to the terms and conditions of employment as stated in Full Time Officer Contracts.

- 3.3.1. A copy of this Full Time Officer Contract is publically available on the Students' Union website.

### **4. OFFICER DUTIES FOR ALL ROLES**

4.1. All Full Time Officers are expected to undertake the following duties:

- 4.1.1. Uphold the Students' Union Memorandum and Articles of Association, Bye Laws, regulations and policies to ensure the effective governance and development of the Students' Union;

- 4.1.1. Engage with the wider membership, seeking feedback and input from members and encouraging positive participation and involvement in the Students' Union;
- 4.1.2. Actively represent the interests of the membership, both locally and nationally, ensuring the needs of all students are represented and taking into account the diversity of the Students' Unions membership as the political leads of the organisation;
- 4.1.3. Serve as an Officer Trustee of the Students' Union, ensuring accountability of decision making and financial and legal wellbeing;
- 4.1.4. Carry out any other duties as may be assigned from referenda, preferenda, General Meetings, Student Juries and the Union Executive, if reasonably consistent with the position, and to regularly report back to the Union Executive.
- 4.1.5. To run and lead political campaigns that are relevant to their portfolio and work in collaboration with other Officers and staff where there is common interest.
- 4.1.6. Work collaboratively to ensure equality, diversity and inclusion are considered in all decision making and activities. With particular focus on students from liberation backgrounds, postgraduate students, distance learners and mature students.
- 4.1.7. Delivering campaigns, initiatives and activities, as individuals and collaboratively, which promote a positive state of student wellbeing and improve the student experience,
- 4.1.8. Support college officers from your assigned college(s). The assignment will be collaboratively decided by Full Time Officer team.
- 4.2. In addition, officers are expected to fulfil the specific Full Time Officer roles & duties as outlined in Sections 5-10 of this Bye Law.
- 4.3. Full Time Executive Officers shall keep a record of their weekly activities. These should be made in the form of a report to their assigned Scrutiny Officer(s) and the Union Executive.
- 4.3.1. Failure to make such reports may be deemed a breach of contract, subject to disciplinary action.

## **5. THE ROLE AND DUTIES OF PRESIDENT**

- 5.1. To lead the broad development of the organisation.
- 5.2. To coordinate and support the activities of Students' Union Officers including the FTO Team:
  - 5.2.1 To co-ordinate the activities of the FTO team ensuring good working relationships between the team are maintained and duties are being undertaken and terms and conditions of office are adhered to.

- 5.3. Chair the Trustee Board and attend Finance and Risk sub-committee and Governance sub-committee.
- 5.4. Be the lead spokesperson of the Union with regard to student and political issues.
- 5.5. Lead the Students' Union's work relating to postgraduate students;
- 5.6. Ensure the Students' Unions representation channels within the University's governance structures are effectively utilised by officers.
- 5.7. To network and liaise with:
  - 5.7.1. Student Officers and Union staff to identify points for action;
  - 5.7.2. Senior University on key strategic or student issues;
  - 5.7.3. The National Union of Students
  - 5.7.4. Other Students' Unions, benchmark institutions and bodies with similar aims and objectives to the Students' Union at Lancaster;
  - 5.7.5. Political influencers such as MPs and Lords that can enact positive change to the HE sector;
- 5.8. Be responsible for the day-to-day communication with the Chief Executive regarding Union staffing, business and operations:
- 5.9. Act as a Non-Executive Director of the LUSU Services Company participating in decision-making processes alongside the Vice President Union Development, ensuring services are student focused and attaining student opinion

- 5.10. Participate in the budgeting and monitoring processes for Students' Union Officers and Committees including monthly reviews alongside the Financial Controller and Vice President (Union Development)
- 5.11. Scrutinise and authorise expenditure incurred by officers, clubs and societies alongside the Vice President (Union Development)

## **6. THE ROLES AND DUTIES OF THE VICE PRESIDENT (UNION DEVELOPMENT)**

- 6.1. To be the lead student representative for the Union's Commercial Services, the Junior Common Room and PG Board officers, and maintaining governance and democratic procedures such as elections, referenda and ensuring these remain student-focused.
- 6.2. Chair the Union Executive Committee, and Democracy Committee and support the development of these committees, ensuring they are accountable and transparent in their decision making.
- 6.3. Deputise for the SU President when applicable.
- 6.4. Be the Delegate leader for major NUS conferences;
- 6.5. Lead officer for championing local, national and student elections;
- 6.6. Oversee the running of general meetings in accordance with the Union's Bye Laws and Memorandum and Articles of Association ensuring that officer and governance information is accessible and accurate.
- 6.7. Maintain good governance of the Union's Memorandum and Articles of Association and Bye Laws and ensure that they remain up to date, accessible and relevant to the membership.
- 6.8. As chair of social and events group, oversee and co-ordinate the social activities of Student Groups, ensuring that all social activities are inclusive and that good practice is shared.
- 6.9. Act as the lead officer responsible for finance.
  - 6.9.1. Alongside the financial controller and SU President, oversee the financial transactions to ensure that all decisions made are fair and student-focused.
  - 6.9.2. Lead on the budgeting, monitoring, authorisation and scrutiny of finances for Union Officers, Committees and student groups including monthly reviews

alongside the SU President; ensuring that financial information is student focused.

- 6.9.3. Serve as a Non-Executive Director of the SU Services Company participating in decision-making processes alongside the SU President, taking a particular lead on services being student focused and attaining student opinion.
- 6.10. Be the lead officer in relation to the operations of the Students' Union's commercial services and their development including acting as a Non-Executive Director of the LUSU Services Company and LUSU Housing Ltd.
- 6.11. To support Junior Common Room and PG Board officer groups with:
  - 6.11.1. Planning and implementation of Welcome Week events, Extravs and Grad Fest.
  - 6.11.2. Training and development of JCR, PG Board and Student officers including the planning and delivery of officer training events and providing support to officer and officer groups throughout the year.
  - 6.11.3. Training and development of JCR, PG Board and Student officers' events and providing support to officer and officer groups throughout the year.

## **7. THE ROLES AND DUTIES OF THE VICE PRESIDENT (EDUCATION):**

- 7.1 Be the lead student representative on academic and related issues concerning the development of the Undergraduate, Postgraduate Taught (PGT) and Postgraduate Research (PGR) experience to the University. Focusing on:
  - 7.1.1. Education policy development and implementation;
  - 7.1.2. Quality assurance and enhancement;
  - 7.1.3. Learning support, facilities and resources;
  - 7.1.4. Future academic strategy;
  - 7.1.5. Provision at Associate and partner institutions here and internationally;
  - 7.1.6. Employability skills and opportunities provided by the University.
- 7.2. Understand the academic structural differences between Postgraduate Taught (PGT) and Postgraduate Research (PGR) students and the issues they face which differ to those of Undergraduates.

- 7.3. In conjunction with the Faculty Reps, steer the work of the Academic Executive ensuring:
  - 7.3.1. Effective communication between academic representatives and officers and the representation of all stakeholder groups views;
  - 7.3.2. Relevant debate and discussion of key education issues at the University and nationally;
  - 7.3.3. The development and implementation of education policy and plans;
  - 7.3.4. The dissemination of significant University academic business;
  - 7.3.5. The dissemination of performance indicators and student satisfaction data.
- 7.4. Be the lead student officer responsible for responding to national education and employability issues and bringing these to Union Executive Committee.
- 7.5. In collaboration the Vice President (Welfare and Community), actively address the inequalities within academia.
- 7.6. 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 i.e. Library, Careers and ISS regarding student services.
- 7.7. Facilitate and support the work of academic representatives and officers:
  - 7.7.1. Lead officer for the recruitment, training, development and promotion of course, faculty, lead, and equality diversity inclusion academic representatives and ensuring effective collaboration with existing Students' Union structures and the University regarding feedback;
  - 7.7.2. Facilitate and support the work of education and welfare officers, on campaigns, and sign-post to relevant training and guidance where appropriate.
  - 7.7.3. Coordinate the development and delivery of Students' Union education and employability-focused campaigns.
- 7.8. Assist in the promotion of the Students' Union Education and Support Unit:
  - 7.8.1. Advocating for student groups with academic issues (not individual student advice casework);

- 7.8.2. Sign-post students to the correct pastoral care and academic support providers;
- 7.8.3. Contribute and engage with the work of the Education and Support Unit, ensuring projects, central campaigns and plans are student-centred.
- 7.9. Lead on the Education Conference including deciding theme, stakeholders, and 'sessions',
- 7.10. Oversee the work of Union in relation to employability and enterprise projects.
- 7.11. Work with the University to run the Student Led Teaching Awards.
- 7.12. Champion the Alternative Education Review, and advocate for the adoption of the recommendations

## **8. THE ROLES AND DUTIES OF THE VICE PRESIDENT (WELFARE )**

- 8.1 Be the lead student representative on welfare and equality issues and widening participation promoting equitable representation of our diverse student population. Ensuring issues of race, culture, study status, disability, gender, sexual orientation, religion, age and any other irrespective differences are given proper consideration within the Union's decision-making when:
  - 8.1.1. Implementing new policies;
  - 8.1.2. Developing new services and long-term plans;
  - 8.1.3. Reviewing existing services and opportunities;
  - 8.1.4. Planning campaigns and events.
- 8.2 Act as lead officer on internationalization and international students.
- 8.3 Lead campaigns and activity related to students as students issues relating to their welfare;
- 8.4 Liaise and network with University staff responsible for driving equality policy, initiatives and widening participation, and be the student representative for this work
- 8.5 Be the lead student officer responsible for responding to national welfare issues and bringing these to the Union executive committee
- 8.6 Champion the ethics and environment agenda, leading campaigns, supporting Student Officers, and making representations to internal and external bodies.
- 8.7 Chair the work of the Welfare Assembly ensuring:
  - 8.7.1. Support the running of liberation campaigning

- 8.7.2. Effective communication between welfare and liberation representatives and officers and the representation of all stakeholder groups views;
- 8.7.3. Relevant debate and discussion of key equality and welfare issues;
- 8.7.4. The development of recommendations for equality and welfare policy and plans to the Union and University;
- 8.7.5. The dissemination of information about University's progress/work.
- 8.8 Develop and deliver campaigns and events raising awareness of welfare issues affecting the student body.
- 8.9 Assist in the work and promotion of SU Education and Support Unit:
  - 8.9.1. Advocating for student groups with welfare issues (not individual student advice casework);
  - 8.9.2. Sign post students to the correct pastoral care and welfare support providers;
  - 8.9.3. Contribute and engage with the work of the Education and Support Unit, ensuring projects, central campaigns and plans are student-centred.
- 8.10 Oversee SU Living alongside the Vice President (Union Development) with a focus on student experience.

## **9. THE ROLES AND DUTIES OF THE VICE PRESIDENT (SOCIETIES AND MEDIA)**

- 9.1 To be the primary student representative for societies and recreational groups, ensuring the provision and promotion of extracurricular events and encourage participation.
- 9.2 To be the primary liaison between the staff teams and societies on all representative matters.
- 9.3 Ensure students interests and experiences are properly considered within the University's decision-making processes
- 9.4 Represent student opinion to the University and Union on quality and availability of facilities, priorities for future developments, and opportunities for students alongside Vice President (Sports).
- 9.5 Be the lead liaison with University Facilities on issues affecting societies.
- 9.6 In conjunction with the Vice President (Welfare) and staff produce digital resources relating to the community, equality, and welfare activity of the union.
- 9.7 They shall be the lead officer responsibility for all Students' Union Media outlets;



- 9.7.1. Bailrigg FM
- 9.7.2. LA1 TV
- 9.7.3. Take 2 Cinema
- 9.7.4. SCAN

9.7.4.1. This shall include taking full editorial responsibility for the production of  
SCAN

- 9.8 Promote opportunities within student media to the student body.
- 9.9 Create and co-ordinate joint initiatives and projects through chairing the Media Board which shall aim to facilitate and support the work of media organisations and groups associated with the Union.
- 9.10 Ensure that society and recreational group executive members undergo adequate and relevant training
- 9.11 Work with staff teams and the Vice President (Welfare) to organise events to showcase societies and their activity, including leading on large annual student events.
- 9.12 Chair the Societies Committee which will be responsible for the following:
  - 9.12.1. Society affiliation
  - 9.12.2. Society reaffiliations
  - 9.12.3. Funding allocations
  - 9.12.4. Upholding the Societies' constitution and code of practice
  - 9.12.5. Publicising committee decisions and processes to the wider student body
  - 9.12.6. They may also refer decisions to relevant committees where deemed appropriate
- 9.13 Act as the Lead Officer on charity projects and promotion. In this capacity they shall be the primary organizer of the Unions Raising and Giving (RAG) Week.
- 9.14 Act as lead officer working with city and community groups including local council, the police, and other relevant bodies.
- 9.15 Facilitate and support the work of societies including:
  - 9.15.1. Coordinating joint initiatives and projects and stimulating new ideas;
  - 9.15.2. Promoting the needs and priorities of societies and their members within the Union and University.
- 9.16 Working with Vice President (Sports) publish and publicise the Unions affiliation lists ensuring they are fully accessible to students'

## **10. THE ROLES AND DUTIES OF THE VICE PRESIDENT (SPORTS)**

- 10.1 To be the primary student representative for sporting activity and clubs. With the aim of ensuring the provision and promotion of competitive and recreational opportunities and encourage participation.
- 10.2 Promote to the membership engagement in sport and the Union's sporting activity
- 10.3 Promote the benefits of participation in sports and healthy living to students.
- 10.4 Represent student opinion and expectation with regard to competitive and recreational sport by:
  - 10.4.1. Ensuring that the Union is effectively delivering sporting opportunities at all levels;
  - 10.4.2. Contributing and engaging with the work with the wider Student Activities Team to ensure future development and plans are student-centered;
  - 10.4.3. Representing student opinion to the University and Union on the quality and availability of facilities, priorities for future developments, and opportunities for students alongside the Vice President (Societies and Media).
- 10.5 Facilitate the delivery of a rolling programme of sport through the Union and University, working in conjunction with other members of the Student Activities Team via:
  - 10.5.1. Assist clubs with their own constitutional issues, funding and facilities requirements and codes of practice;
  - 10.5.2. In conjunction with the Inter-College Chairs, facilitate and support the work of JCR/PG Board Sports Reps including offering training and guidance where appropriate to promote active Inter-College leagues, Inter-College varsities, Carter Shield and recreational sport;
  - 10.5.3. Chair relevant committees associated with the job role and responsibilities outlined within the Memorandum and Articles of Association and Bye Laws;
  - 10.5.4. Be the lead liaison with the Sports Centre and Facilities in the University regarding issues affecting sport;
- 10.6 Ensure that there is successful organisation of Roses and that home and away events are appropriately planned and resourced.
- 10.7 Represent student opinion and expectation to the University, in liaison with the SU President, regarding competitive/elite, college and recreational sport:
  - 10.7.1. Quality of and availability of current facilities;
  - 10.7.2. Priorities for the development of future facilities;

10.7.3. Opportunities availability.

10.8 Represent and promote Lancaster student opinion within British Universities and Colleges Sports with regard to competitive/elite inter-varsity competition.