

## Part 3: Descriptions of Positions

### 1 Eligibility

So, you want to stand as a student (Sabbatical) Officer, but you must first determine if you are eligible. To be eligible you must be a full member of the Students' Union and be enrolled on a course at the University of Portsmouth.

#### 1.1 Union Membership

Firstly, In adherence with Schedule One of the University of Portsmouth Students' Union Constitution, Full Members of the Union are defined as:

Such persons who are registered or enrolled as students at the University (and in so doing have consented to be members of the Union) and who have not opted out of membership of the Union by written notice to the Trustees shall be members of the Union. Such other persons as are admitted to membership in accordance with the Articles and any applicable Regulations made under Article 9.2 and the Sabbatical Officers shall be members of the Union.

Unless the Trustees make other provision under Article 9.2, the Trustees may in their absolute discretion permit any member of the Union to retire, provided that after such retirement the number of members is not less than two. Members who are removed from the register or the roll of students of the University shall automatically cease to be members.

For the avoidance of doubt, only persons who are registered or enrolled as students with the University and the Sabbatical Officers may be members of the Union for the purposes of the Memorandum, the Articles or the Act. Any category of membership established by the Trustees which confers rights or privileges on persons other than those registered or enrolled as students with the University or the Sabbatical Officers may not confer on such persons voting rights at general meetings of the Union.

#### 1.2 Course enrolment

All students studying on full time courses (including HND and degree courses) qualify as prospective candidates.

### 2 Positions

Each of the Sabbatical positions has a different set of responsibilities, it is advisable to try and match your skills and career aspirations to the position in order to make the most of you time. Each of the following positions begins with a summary and then a set of bullet points describing the specifics of the role.

#### 2.1 President

The Union President is the principle representative of the 18,000 students here at the University. It is their job to co-ordinate the efforts of the sabbatical team and the Union staff. The president works closely with the

senior management on all issues especially the strategic plan and the Unions' finances. The specific responsibilities are:

- 1 Act as Principal Representative of the Students of the University of Portsmouth.
- 2 Act as Line Manager to the Chief Executive and ensure that appropriate mechanisms are in place for support and appraisal and act as main communicator between management and the executive.
- 3 Be the chief liaison between the Union and the University.
- 4 Be responsible for ensuring that all resolutions of the Student Council are implemented.
- 5 Have the right to call an Extraordinary Meeting of any committee or society, giving at least two University working days notice.
- 6 Be authorised to take such action as is deemed desirable in the interests of the Union, provided that such action does not run counter to the Union's policy and is reported to the next Student Council. The President shall, if possible, call an Extraordinary Meeting of the Student Council before taking any action which is likely to be contentious.
- 7 Be responsible for overall ruling on this Constitution in the event of dispute.
- 8 Be responsible for ensuring that suitable deputies are found to perform the duties of absent Union Officials. In the case of an unfilled post, the President shall ensure that the essential duties of the post are performed.
- 9 Be responsible for the ongoing support and training needs of other Union officers.
- 10 Be the primary contact with NUS (National Union of Students)
- 11 To co-ordinate the process whereby annual submission, by way of a block grant funding, is made to the University, and the University receives the Unions' annually audited accounts and budget statement.
- 12 To co-ordinate the activities of the Sabbatical Team in line with the principle of collective responsibility.
- 13 To ensure the effective administration of all matters relating to membership which shall include processing the annual review of membership fees.
- 14 To ensure that all Committees and meetings are effectively serviced and their activities co-ordinated to include the maintenance of a central file of meeting documentation
- 15 To be responsible for the maintenance, and review of the register of external affiliations.
- 16 To serve as the principle contact, between the Union and external organisations including NUS, the Media and the local Community.
- 17 To be responsible for the implementation of the Constitution and compliance with its provisions except during elections where the Returning Officer shall have sole and absolute discretion in interpreting the rules for the conduct of elections.
- 18 To maintain and review the operations of the Student/Staff Protocol Agreement
- 19 To maintain and review the operation of the University/Union Code of Practice within the terms of the Education Act 1994.

- 20 To ensure the maintenance, and review of the Union's Strategic plan.

## 2.2 Media and Publications

The media and publications role incorporates all UPSU's publicity material to increase awareness and participation in the Union, which the elected sabbatical will work closely with, the membership services team to produce.

- 1 Be responsible for all matters of communications and marketing between the Union and its members and the local community.
- 2 Survey developments in communications and marketing within society and in other educational establishments and keep members informed of them.
- 3 Co-ordinate the marketing activities and marketing strategy of the Union.
- 4 Consult with relevant student representative bodies and other national bodies on communication matters and keep the relevant Committee(s) aware of them.
- 5 Be the Editor in Chief of all Union Publications.
- 6 Keep the Student Council and the Union Executive Committee informed of the decisions of any Media Executive Committee.
- 7 Coordinate the student radio station.
- 8 Be responsible for the maintenance and development of the Union Web-site and ensure that its contents comply with Union policy.
- 9 Make editorial decisions on the contents of publications when it is not possible to call an Editorial Board meeting.
- 10 Consult with other Sabbatical Officers and Union Officials and advise on matters of communications and marketing and publication development
- 11 Assist the Student Activities and Development Officer in the production of the placement material
- 12 Advise the Trustees of the financial situation of the various publications for which they are responsible.
- 13 Liaise with local and national media to enhance the coverage and promote Union events and actions.
- 14 Promote the integration and enhance the reputation of the Union within the University and the local community.
- 15 Be jointly responsible with the Education & Representation Officer for the promotion of Union Officers and Sabbatical Elections
- 16 To serve as the key contact with the members of the Union as users of the services provided by the Union and in this context to co-ordinate mechanisms by which member's views are regularly reviewed.
- 17 To provide for the effective co-ordination of activities between the Entertainments Committee and those responsible for the provision of all the Unions trading operations.
- 18 To liaise with the Membership Services staff and the elected officers in ensuring that the publicity requirements of all departments are met and that the web site is kept up to date and relevant.

### 2.3 Student Support Officer

The Student Support Officer will be directly responsible for welfare, as well as running all campaigns and the support for volunteers. The Student Support Officer runs Elections, along with all the democracy of the SU, i.e Union Council and general meetings.

- 1 Be responsible for all matters of welfare affecting the Union and its members.
- 2 Be Chairperson of, and convene any welfare or support Committee.
- 3 Work on training programmes relating to welfare, support and student well-being matters.
- 4 Liaise with support services within the University.
- 5 Survey developments in student based research and in Government educational policy and keep the Education Committee, the Student Council and the Union Executive Committee aware of these matters.
- 6 Be responsible for a team of volunteers who can assist students in matters of individual welfare and in doing so assist in providing an advice, information and referral service for students.
- 7 Consult with national student bodies and other national bodies on education and welfare matters and keep the Education Committee and the Student Council and the Union Executive Committee aware of them.
- 8 Have a particular responsibility for supporting committee chairs whose portfolios represent specific groups of students
- 9 Have a particular responsibility for the representation of international students, including appropriate support and provision inside the Union, University and Local Community
- 10 To run regular campaigns on issues such as, housing, sexual health, mental health and equality and diversity.
- 11 Consult with other Union Officials on matters of welfare.
- 12 Liaise and promote, campaigns with relevant Sabbatical Officers and Union Officials.
- 13 Represent the Union on committees of the University, as set out in the policy statement.
14. With the President be responsible for all NUS campaigns alongside any related officers.
- 15 In conjunction with the relevant Union Officials, promote multicultural integration within the Union.
- 16 To be responsible for and co-ordinate an annual review of the publicity provision and future requirements in liaison with all relevant departments of the Union.
- 17 To be responsible for maintaining the central file of the Union's Constitution such that it is immediately updated, in line with any approved amendments to the constitution.
- 18 To ensure that arrangements are made annually for the appointment of the Returning Officer and for the review of the Election fee and publicity allowance.
19. Be responsible for the development of Rag.

## 2.4 Sports Officer

The focus of the Sports Officer is solely on sports. There has been an introduction of a Sports Management Board, which will also support the Sports Officer on things like budget decisions, and the monitoring of Union expenditure on sports and all costs associated with the running of UPSU sporting activities.

- 1 Be responsible for all sporting affairs of the Union.
- 2 Be responsible for promoting sport within the Union.
- 3 Be a member of the University's Sport Management Board
- 4 Co-ordinate all student sporting events within the Union.
- 5 Be responsible for keeping the Student Council aware of developments affecting sport within the Union.
- 6 Represent the Union at all relevant sports bodies' meetings.
- 7 Consult with the University Sports Director on the use of the University sports' facilities.
- 8 Oversee the running of Sports Clubs.
- 9 Advise the Trustees of the financial situation of the Sports Clubs, Athletic Union Executive Committee, and the overall sports budgets.
- 10 Co-ordinate Clubs travel.
- 11 Be jointly responsible with other officers for the organisation of introduction programmes.
- 12 Be responsible for the organisation of any Sports Fayre.
- 13 To administer the procedures for the affiliation of clubs to the Union and to monitor the adherence of clubs to their constitutions and to Union policy.
- 14 To establish, monitor and control the budgetary process as applicable to clubs to include an annual review of the membership.
- 15 To maintain and update the Union's club Handbook.
- 16 To co-ordinate, in liaison with the Student Activities & Development Officer and the Membership Services Department Freshers Fayre.
- 17 To co-ordinate arrangements, for the annual Athletic Union Ball. In both cases working with people from the AU.
- 18 To ensure, along with Union Representatives, that the safety codes applicable to clubs are maintained, updated and enforced
- 19 To serve as the key contact with the University's Sports Department.
- 20 To ensure the effective co-ordination of the Union's transport requirements.

## 2.5 Student Activities and Development Officer

The main focus of the Student Activities and Development Officer is Societies, volunteering and student development.

- 1 Be responsible for the co-ordination of all Union societies, amenities and cultural activity.
- 2 Promote both society and non-society based cultural activity within the Union.
- 3 Co-ordinate all society events within the Union.
- 4 Volunteering In Portsmouth, and other volunteering opportunities within the Union

- 5 Be specifically responsible for supporting committee chairs who co-ordinate or chair specific section of the above identified work
- 6 Be jointly responsible for the organisation of large-scale non-commercial Union events.
- 7 Advise the Trustees of the financial situation of societies, societies council, and the overall societies budget.
- 8 Be responsible for keeping Union Council aware of issues affecting these activities.
- 9 Survey developments in student society, and multi-cultural activity in other educational establishments.
- 10 Liaise with & represent students on placement and based at satellite sites, keeping them informed of the affairs of the Union.
- 11 Be responsible for the Union's student development and skills programmes
- 12 Work with the Media and Publications Officer & Student Support Officer to promote multicultural participation in student media.
- 13 Represent the Union on committees of the University, as set out in the policy statement.
- 14 To act with the President as a contact between the Union and the Community of Portsmouth. To be part of and promote the work of the Union.
- 15 To administer the procedures for the affiliation of societies to the Union and to monitor the adherence of societies to their constitutions and to Union policy.
- 16 To establish, monitor and control the budgetary process as applicable to societies to include an annual review of the membership fees.
- 17 To maintain and update the Union's Society Handbook.
- 18 To co-ordinate, in liaison with the Sports Officer and the Membership Services Department Freshers Fayre.
- 19 To co-ordinate arrangements, for the annual Societies Carnival. In both cases working with people from the Societies Council.
- 20 To ensure, along with Union Representatives, that the safety codes applicable to societies are maintained, updated and enforced
- 21 To jointly ensure the effective co-ordination of the Union's transport requirements, with the Sports Officer.
- 22 To be responsible for the co-ordination of all Union entertainments and to direct entertainments through the relative committees.

## 2.6 Education and Representation Officer

The main focus of the Education and Representation Officer is academic support and equal and fair representation of students. Other attributes of this role are support with elections. This portfolio also runs all Union disciplinary procedures.

- 1 To be responsible for the academic representation of students within the university
- 2 Liaise with and represent students on placement and based at satellite sites, keeping them informed of the affairs of the Union.
- 3 To promote and develop links between the Union and local or connected further education students' Unions

- 4 Co-ordinate and develop all the Union student representative development programmes
- 5 Be responsible for the continual development of the Union committee structure and the committees contained therein as set in the constitution
- 6 Co-ordinate the continual assessment of Union Development Plans in conjunction with the President
- 7 Be jointly responsible with the Media & Publications Officer for the promotion Sabbatical Elections
- 8 To co-ordinate representation of the academic needs in teaching and learning of all students, including mature, disabled, postgraduate, international and undergraduate students.
- 9 To provide information for students about changes in education within the University and nationally, especially where that information changes.
- 10 To work with the University to ensure and improve learning and teaching quality and standards.
- 11 To co-ordinate and support, and be responsible for organising the training of all student academic representatives, including Course, Student/Staff Liaison Committee, School, Faculty, International, Modular Degree, Student Abroad, Postgraduate Representatives and all other representatives on University academic committees.
- 12 To ensure that information and policy is disseminated to all educational representatives
- 13 To provide appropriate support and information for students on Academic Appeals and Boards of Academic Enquiry when required.
- 14 To provide appropriate support and information for students complaining to the University on educational grounds.
- 15 To ensure the Union Council and Board of Trustees are made aware of University initiatives for student development e.g. key skills working or work based learning.
- 16 To work with the Union's Membership Services Manager to deliver training to student representatives on Boards of Study, Staff Student Liaison Committees and Faculty Boards.
- 17 To encourage, with the student representatives to attend any Education Committees.
- 18 To provide advice to members of the Union, with particular reference to academic issues. This may involve academic appeals, disciplinary or general enquires. To act in line with Union policy, on behalf of individual students in their relationship with the University, with regards to academic issues and matters relating to student developments.
- 19 To run all Union members disciplinary committees.