

## **Rule 5 – Sabbatical Officers**

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*The Union elects Sabbatical Officers to work full time to lead different areas of work. This Rule defines their respective roles and duties.*

### **1. Sabbatical Officers**

- 1.1 There shall be 7 Sabbatical Officers elected by cross campus ballot as follows:
- (a) The Union President,
  - (b) Vice President Democracy & Creative Industries,
  - (c) Vice President Education,
  - (d) Vice President Engagement,
  - (e) Vice President Sports Development,
  - (f) Vice President Student Communities, and
  - (g) Vice President Welfare.

### **2. Generic Sabbatical Officer Job Descriptions**

#### 2.1 General

- (a) Union Sabbatical Officers shall normally hold office from the 1 July for 1 year.
- (b) The Sabbatical team will nominate a deputy for specified Presidential duties each year.
- (c) To conduct their work in a professional manner and uphold the reputation of the Union.
- (d) All Officers are required to attend full external training in their areas of work.
- (e) To represent and promote the Union to the university and beyond.
- (f) The individual responsibilities and major duties of the Officers are prescribed below, and reviewed by the Union at least once every three years.
- (g) No person who holds the position of Sabbatical Officer may hold any other office in the Union.
- (h) In the case of an Officer resigning or being recalled, the President will ensure the vacancy is handled in line with Rules.
- (i) This list of duties 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.

### 2.2 Student Representative

- (a) To encourage students to raise issues and opinions and to be their representative locally, nationally and internationally.
- (b) To work as a member of the Sabbatical team on all campaigns of the Union as determined from time to time.
- (c) To ensure that as much time as is practical is spent at the various sites of the University.
- (d) To actively engage with students, encouraging an ethos of participation and involvement in all Union activities.
- (e) To ensure all students involved in their activity areas are fully aware of the relevant law, policies and procedures relating to their activity.
- (f) To report back on all activities undertaken via the Union website, the Zones, Union Senate and others as required.

### 2.3 Work Responsibilities

- (a) To work in partnership with relevant Union staff in all areas of work.
- (b) To produce plans for the effective handover of duties to the incoming Sabbatical team.
- (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, Equality & Diversity and Ethical & Environmental policies of the Union, ensuring our impact is positive.
- (g) Ensuring all activity zones are pursuing the principles established in the Policy Zones

### 2.4 Accountability

- (a) To be held accountable to Union members for their work.

- (b) To agree and publish each year a plan for their accountability, setting out the mediums and services they will use 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.
  - (iii) reporting on their progress against their year plans, at least six 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.

### **3. The Union President**

3.1 Having overall responsibility for the Union as a whole:

- (a) Taking a leadership role in the promotion of the interests of Union Members.
- (b) Ensuring that issues of a Union-wide nature are addressed.
- (c) Leading and giving direction to the sabbatical team and other officers:
  - assisting other Sabbatical Officers in achieving their goals and the mission of the Union, and
  - ensuring the Sabbatical Officers work together effectively as a team and are motivated as individuals.
- (d) Working in partnership with the Chief Executive to achieve the mission of the organisation and to drive the Union's strategic planning process.

3.2 Will be the figurehead of the Union:

- (a) Being responsible for managing relations locally, nationally and internationally.
- (b) Being responsible for managing relations with the University.

- (c) Being the public spokesperson of the Students' Union.
- (d) Leading the Union media engagement, including preparing and releasing statements and media releases.

### 3.3 Be the Chair of the Trustee Board:

- (a) Ensuring the Trustee Board is equipped to deliver strong governance practices.
- (b) Being responsible for the Union's finances;
  - present the Union's budgets to the University and within the Union,
  - regularly monitoring the budget, considering management accounts, presenting them as necessary and ensuring appropriate actions,
  - ensuring all Financial Procedures and regulations are followed by others in the Union, and
  - ensuring Annual Accounts are prepared and being responsible for the presentation of these to the appropriate Committees.
- (c) Having responsibility for all staff employment matters, including being line manager to the Union's Chief Executive.
- (d) Exercising deliberative and executive powers between Trustees meetings and accounting to the Trustees for any decisions made.
- (e) Ensuring the Board of Trustees maintains an overview on the Union's responsibilities for compliance with legislative, university and internal regulations.
- (f) Being the lead officer responsible for the development of the Union's commercial and trading activity.
- (g) Supporting the Trustees to perform effectively individually and collectively.

## 4. Vice President Democracy & Creative Industries

### 4.1 Leads on Union Democratic processes:

- (a) Ensuring the Constitution is accessible, fit for purpose and up-to-date.
- (b) Responsible for the overall co-ordination of elections, ensuring they are run in accordance with the regulations.

- (c) Maximising participation in Union democratic processes, in particular Referenda, the Annual General Meeting (AGM) and Union Senate.
  - (d) Supporting the Union Senate Chair.
- 4.2 Oversee and co-ordinate how our student groups are organised within SUSU:
- (a) Working within the Democracy Zone to determine arrangements for the recognition of all Student Groups within SUSU.
  - (b) Ensuring all Student Leaders are aware of the arrangements for recognising Student Groups and are able to implement them.
  - (c) Developing and implementing a strategy for the development of Union and affiliated student groups.
- 4.3 Leads and supports the Union’s student led creative industries groups:
- (a) Supporting and developing the Union media departments, and having overall responsibility for all media output.
  - (b) Fulfilling the roles of
    - Wessex Scene – Editor-in-Chief,
    - The Edge – Editor-in-Chief,
    - Surge – Director General, and
    - SUSUtv – Director General.
  - (c) Supporting and developing the Performing Arts
  - (d) Supporting and developing Union Films
- 4.4 Supports the following Student Leaders
- (a) Performing Arts Officer,
  - (b) Student Groups Officer,
  - (c) Surge Radio Station Manager,
  - (d) SUSUtv Station Manager,
  - (e) The Edge Editor,
  - (f) Union Films Cinema Manager, and
  - (g) Wessex Scene Editor.
- 4.5 Leads the following Zones
- (a) Democracy Zone, and

(b) Creative Industries Zone.

## **5. Vice President Education**

5.1 Defend students' academic and educational issues and rights:

- (a) Representing students' interests on relevant committees, boards and groups within the University.
- (b) Keeping the University informed of student opinion on academic affairs, in order to inform their plans and policies.
- (c) Maintaining up to date knowledge of academic and educational issues at the University, locally, nationally and internationally.
- (d) Leading academic-related campaigns and lobbying.

5.2 Amplify the student voice through the academic representation system:

- (a) Establishing and supporting an effective representation system for all academic areas and groups within the University.
- (b) Ensuring that all Representatives are properly trained and supported.
- (c) Providing strategic direction to the Education Zone.

5.3 Promote academic awareness to students:

- (a) Maintaining close contact with all relevant welfare and advice services.
- (b) Ensuring that students are informed of their rights with relation to academic issues.
- (c) Campaigning to ensure student involvement in developments to the University statutes, ordinances and regulations, as well as the Student Charter.
- (d) Support the work of Departmental Societies.

5.4 Supports the following Student Leaders

- (a) all Faculty Officers.

5.5 Leads the following Zone

- (a) Education Zone

## **6. Vice President Engagement**

### **6.1 Leads on Union Communications:**

- (a) Facilitating two-way communication between the Students' Union and its members.
- (b) Assisting Union Officers with Union campaigns.
- (c) Delivering the key messages of the Students' Union to key audiences.
- (d) Overseeing the Union's web presence and online communities.
- (e) Working alongside the relevant officers and staff in the development and delivery of Union communications, marketing and media strategies.
- (f) Being responsible for the overall co-ordination and organisation of Freshers' Week.
- (g) Taking a lead in organising key events throughout the year that allow student groups to demonstrate their talents and skills.

### **6.2 Promote students' involvement within external communities:**

- (a) Liaising with the local community, developing communication and feedback between students and local community groups.
- (b) Developing relationships with the local community to broaden the experiences of our student groups.
- (c) Working with the relevant officers and staff to promote the activities of our members to the external communities that they are part of.
- (d) Supporting the relevant officers to promote and deliver a broad range of opportunities within the community for students to participate in.
- (e) Liaising with the relevant local authorities to represent student interests.

### **6.3 Support externally focussed student-led groups:**

- (a) Supporting and developing Raise and Give (RAG) in co-ordinating charitable activities that engage students and raise funds for charity.

(b) Supporting and developing the Union’s work in volunteering in the local community.

(c) Supporting and developing Student Enterprise activity.

6.4 Support the following Student Leaders

(a) Raise and Give (RAG) Officer,

(b) Community Volunteering Officer, and

(c) Student Enterprise Officer.

6.5 Leads the following Zone

(a) External Engagement Zone

## **7. Vice President Sports Development**

7.1 Athletic Union Club Development:

(a) Being the Athletic Union President, ex-officio.

(b) Supporting and developing the Athletic Union.

(c) Allowing the voice of any student athlete to be heard and to be their representative locally, nationally and internationally.

(d) Managing club development plans.

7.2 Increasing participation in sport and recreational activity:

(a) Providing and developing opportunities for students to engage with sport and recreational activity locally, nationally and internationally.

(b) Getting the student population engaging with healthy living.

(c) To work with the Sports Participation Officer to engage with under-represented groups in the Athletic Union.

(d) Support and develop Sports Societies.

7.3 Developing elite sport:

(a) Developing and providing elite sporting opportunities for student athletes.

(b) Working towards strategies, plans and programs to improve the Universities rankings in sporting competitions and events.

(c) Ensuring the Athletic Union is contributing to the reputation of the

University by working with the University and individual clubs to promote a higher level of performance of student sport .

7.4 Support the following Student Leaders

- (a) Athletic Union Officer, and
- (b) Sports Participation Officer.

7.5 Leads the following Zone

- (a) Sports Zone.

### **8. Vice President Student Communities**

8.1 To amplify and listen to the voice of all our different student communities:

- (a) Work with all satellite campuses and students on placements to determine the needs of those students.
- (b) Working with the relevant officers and staff to deliver a standard level of provision for all students whilst recognising the specific needs of our cohorts.
- (c) Supporting the specific needs of student cohorts.

8.2 To provide support to students, student leaders and student groups from our different communities:

- (a) Developing provision at each site; giving all students the specific support they need and working closely with the relevant officers and staff to deliver SUSU to all sites.
- (b) Overseeing the development of the Union facilities at Winchester.
- (c) Working with the relevant officers and staff to develop and implement a plan for the delivery of relevant and sustainable Union activities, services and facilities to all sites.
- (d) Supporting and developing individual Halls Committees in engaging students in halls and representing their specific needs.
- (e) Supporting and developing International, Postgraduate, Mature and other student communities in engaging students and representing their specific needs.

8.3 To nurture and support communities of students from the following areas with a special focus on diversity

- (a) international students,
- (b) mature students,
- (c) postgraduate students,
- (d) students based at satellite campuses,
- (e) students living in University accommodation and first years in the private rented sector, and
- (f) students with specific barriers to participation, including the protected characteristics covered in equality legislation.

### 8.4 Supports the following Student Leaders

- (a) International Students' Officer,
- (b) Halls Officer,
- (c) National Oceanography Centre (Site) Officer,
- (d) Outreach (Sites) Officer,
- (e) Postgraduate Research Students' Officer,
- (f) Postgraduate Taught Students' Officer,
- (g) Southampton General Hospital (Site) Officer, and
- (h) Winchester (Site) Officer.

### 8.5 Leads the following Zone

- (a) Student Communities Zone.

## 9. Vice President Welfare

### 9.1 Co-ordinate action on welfare issues:

- (a) Delivering output on student welfare issues identified by the Student Life Zone and relevant welfare and advice services.
- (b) Maintaining close contact with all relevant welfare and advice services.
- (c) Representing students to improve housing conditions, student financial support arrangements, health and wellbeing.
- (d) Supporting and developing student run peer to peer groups.

### 9.2 Support and Develop SUSU's sustainability activity:

- (a) Co-ordinating the work of the Sustainability Zone.

- (b) Supporting and developing employability activity.
- (c) Working with the relevant officers and staff members to develop and implement ethical and environmental responsibilities.
- (d) Creating and implementing the Equality Action Plan.

9.3 Supporting and developing campaigns for change:

- (a) Ensuring student activists have the tools and support they need to run effective campaigns for change.
- (b) Working with key stakeholders to co-ordinate activities with the broader communities.

9.4 Supports the following Student Leaders

- (a) Equality & Diversity Officer,
- (b) Ethical & Environmental Officer,
- (c) Nightline Officer, and
- (d) Wellbeing Officer.

9.5 Leads the following Zones

- (a) Sustainability Zone, and
- (b) Student Life Zone.