

FULL TIME EXECUTIVE OFFICER BYE LAW

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 and Community)
 - 1.1.5. Vice President (Campaigns and Communications)
 - 1.1.6. Vice President (Activities)

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;

- 4.1.2. Engage with the wider membership, seeking feedback and input from members and encouraging positive participation and involvement in the Students' Union;
- 4.1.3. Actively represent the interests of the membership, ensuring the needs of all students represented and taking into account the diversity of the Students' Unions membership;
- 4.1.4. Contribute to and drive the achievement of the Students' Unions mission, values and strategic plans;
- 4.1.5. Serve as a Officer Trustee of the Students' Union, ensuring accountability of decision making and financial and legal wellbeing;
- 4.1.6. Share relevant knowledge and information with other officers, staff and committees in a timely manner;
- 4.1.7. Carry out any other duties as may be assigned to them from referenda, preferenda, General Meetings, Student Juries and the Union Executive, if reasonably consistent with this position, and to regularly report back to the Union Executive.
- 4.1.8. Attend all the relevant meetings and committees, both internal and external to the Students' Union;
 - 4.1.8.1. Remain aware of any changes made to committee structures that may affect appropriate student membership and representation at such meetings.
- 4.1.9. Engage with national education issues and any other issues relevant to the membership.
- 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 the Scrutiny Panels 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.
 - 5.4. Be the lead spokesperson of the Union with regard to student and political issues.
 - 5.5. Ensure the Students' Unions representation channels within the University's governance structures are effectively utilised by officers.
 - 5.6. Lead the Students' Unions response to national student campaigns and to shape and coordinate the Unions own local campaigning activity.
 - 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 issues;
 - 5.7.3. The National Union of Students, and be delegation leader at major NUS Conferences;
 - 5.7.4. Other Students' Unions, benchmark institutions and bodies with similar aims and objectives to the Students' Union at Lancaster.
 - 5.8. Be responsible for the day-to-day communication with the Chief Executive regarding Union staffing, business and operations:
 - 5.8.1. Be the lead officer in relation to the operations of the Students' Unions commercial services and their development alongside the Vice President (Union Development) including acting as a Non-Executive Director of the LUSU Services Company and LUSU Housing Ltd.
 - 5.9. Participate in the budgeting and monitoring processes for Students' Union Officers and Committees including monthly reviews alongside the Vice President (Union Development)
 - 5.10. Scrutinise and authorise expenditure incurred by officers, clubs and societies alongside the Vice President (Union Development)
 - 5.11. Liaise with the Financial Controller of the Union to ensure financial information is student-centered, transparent and accessible where appropriate alongside the Vice President (Union Development)
- 6. THE ROLES AND DUTIES OF THE VICE PRESIDENT (UNION DEVELOPMENT)**
- 6.1. Ensure the development of the Unions democratic functions with the Union Executive and Democracy Committee where appropriate, ensuring processes are monitored and achieve their intended outcomes.

- 6.2. Deliver free and general meetings according to the needs of the Unions Bye Laws and Memorandum and Articles of Association ensuring that officer and governance information is accessible and accurate.
- 6.3. 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.
- 6.4. Oversee and co-ordinate the social activities of the Student Groups, ensuring that all social activities led by officer groups are open to the widest areas of our membership and that best practice is shared.
- 6.5. Encourage work, which aims to better interpret or gauge student opinion.
- 6.6. Develop and promote good relationships between the Union and businesses in the locality, which benefit students.
- 6.7. Act as the secondary officer responsible for finance, after the LUSU President.
- 6.8. Shall oversee financial transactions in co-ordination with the LUSU President and Financial Controller to ensure that all decisions made are fair and student focussed.
- 6.9. Deputise for the LUSU President when applicable.
- 6.10. Chair meetings of the Executive Committee.
- 6.11. Participate in the budgeting, monitoring, authorisation and scrutiny of finances for Union Officers, Committees and student groups including monthly reviews alongside the LUSU President; ensuring that financial information is student focused.
- 6.12. Act as a Non-Executive Director of the LUSU Services Company participating in decision-making processes alongside the LUSU President, taking a particular lead on services being student focused and attaining student opinion.
- 6.13. Lead on training and development of JCR and Student officers including the planning and delivery of officer training events and providing support to officer and officer groups throughout the year.
- 6.14. To support officer groups in the planning and implementation of Intro Week events and Extravs.

7. THE ROLES AND DUTIES OF THE VICE PRESIDENT (CAMPAIGNS AND COMMUNICATIONS)

- 7.1. To support and facilitate the development of Lancaster's student media and guide the Students' Unions organisational communications (both in message and delivery) with its members and the University.

- 7.2. Facilitate and support the work of media organizations and groups associated or affiliated to the Students' Unions to:
 - 7.2.1. Raise issues of their future development within the Students' Union;
 - 7.2.2. Create and co-ordinate joint initiatives and projects through the Media Board.
- 7.3. Promote Union media and the opportunities within student media to the student body.
- 7.4. Ensure that the Students' Union is effectively promoted by contributing and engaging with the work of the Marketing and Communications Team, ensuring communications projects and plans are student-centred.
- 7.5. Facilitate and support the work of Students' Union publicity and media officers on campaigns, communications and advertisement, and offer training and guidance where appropriate.
- 7.6. Support the delivery of key projects through the provision of communications advice and expertise.
- 7.7. Act as lead officer on the communications policy of the Students' Union.
- 7.8. Lead officer responsibility for all Students' Union Media outlets;
 - 7.8.1. Bailrigg FM
 - 7.8.2. LA1 TV
 - 7.8.3. Take 2 Cinema
 - 7.8.4. SCAN
- 7.9. Take full editorial responsibility for the production of SCAN, with duties including:
 - 7.9.1. Report primarily on issues that are of interest to Lancaster University's students and secondly any other content at the Editors discretion;
 - 7.9.2. Publish/publicise the availability of the Union Accounts and Affiliations lists;
 - 7.9.3. Proactively seek guidance on legally contentious reporting issues via the LUSU President and Chief Executive and take their advice on behalf of the Trustee Board;
 - 7.9.4. Liaise with relevant Marketing and Communications and Finance staff regarding production issues and changes (both paper and digital);
 - 7.9.5. Produce an annual operating plan and budget for SCAN in consultation with the Marketing and Communications staff and Financial Controller to ensure that there is:
 - 7.9.5.1. A clear publication schedule and known print costs;
 - 7.9.5.2. Agreement regarding advertising content;
 - 7.9.5.3. An agreed procedure for the coverage/inclusion of LUSU material/publicity.

- 7.9.6. Be the budget holder for SCAN ensuring that resources are effectively spent and with consideration to medium term aims for SCAN;
 - 7.9.7. Support the SCAN team of student journalists to support production of publications. Ensure all contributors understand journalistic best practice: their role, rights and responsibilities.
 - 7.10. Act as lead officer on all LUSU social media and online forums.
 - 7.11. Lead on further work to interpret and gauge student opinion through different modes of communication.
 - 7.12. Lead on promotion of LUSU elections, sitting on the Elections Sub Committee.
 - 7.13. Ensuring that officer and governance information is accessible and accurate.
8. **THE ROLES AND DUTIES OF THE VICE PRESIDENT (EDUCATION):**
- 8.1. 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:
 - 8.1.1. Education policy development and implementation;
 - 8.1.2. Quality assurance and enhancement;
 - 8.1.3. Learning support, facilities and resources;
 - 8.1.4. Future academic planning;
 - 8.1.5. Provision at Associate and partner institutions here and internationally;
 - 8.1.6. Employability skills and opportunities provided by the University.
 - 8.2. In conjunction with the Faculty Reps steer the work of the education assembly ensuring:
 - 8.2.1. Effective communication between academic representatives and officers and the representation of all stakeholder groups views;
 - 8.2.2. Relevant debate and discussion of key education issues;
 - 8.2.3. The development and implementation of education policy and plans;
 - 8.2.4. The dissemination of significant University academic business;
 - 8.2.5. The dissemination of performance indicators and student satisfaction data.
 - 8.3. Be the lead student officer responsible for the investigation of national education and employability issues and for disseminating this information to the Union Executive, Union Assemblies and Committees as well as the wider student body.
 - 8.4. Be an active member of all 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.

- 8.5. Facilitate and support the work of academic representatives and officers:
 - 8.5.1. Lead the recruitment, training, development and promotion of the course and faculty representatives system and ensuring effective collaboration with existing LUSU academic structures and the University regarding grassroots feedback;
 - 8.5.2. Lead the development and delivery of training and support to Union academic related student officers alongside the Vice President (Union Development);
 - 8.5.3. In conjunction with other officers and staff produce digital resources relating to education and employability activity of the Union.
 - 8.5.4. Coordinate the development and delivery of Students' Union education and employability-focused campaigns.
- 8.6. Assist in the work and promotion of LUSU Education and Support Unit:
 - 8.6.1. Advocating for student groups with academic issues (not individual student advice casework);
 - 8.6.2. Sign-post students to the correct pastoral care and academic support providers;
 - 8.6.3. Contribute and engage with the work of the Education and Support Unit, ensuring projects, central campaigns and plans are student-centered.
- 8.7. Oversee the work of Union in relation to employability and enterprise projects.
- 8.8. Work with the University to run Student Led Teaching Awards.

9. **THE ROLES AND DUTIES OF THE VICE PRESIDENT (WELFARE AND COMMUNITY)**

- 9.1. 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:
 - 9.1.1. Implementing new policies;
 - 9.1.2. Developing new services and long term plans;
 - 9.1.3. Reviewing existing services and opportunities;
 - 9.1.4. Planning campaigns and events.
- 9.2. Act as lead officer on internationalization and international students.
- 9.3. Lead campaigns and activity related to student accommodation, financial issues, and health matters for the Students' Union.

- 9.4. Ensure students interests and experiences are properly considered within the University's decision-making processes.
- 9.5. Liaise and network with University staff responsible for driving equality policy, initiatives and widening participation:
- 9.6. Give a representative student perspective on University equality and diversity work and its effectiveness;
- 9.7. Help formulate LU Equality Impact Assessments;
- 9.8. Ensure LU meets and adheres to its equality obligations.
- 9.9. Be the lead student officer responsible for the investigation of national equality and welfare issues and for disseminating this information to the Union Executive, Student Groups and Union committees.
- 9.10. Inform Union committees debate and discussions where there are clear issues pertaining to equality.
- 9.11. Act as lead officer working with city and community groups including local council, the police, and other relevant bodies.
- 9.12. Champion the ethics and environment agenda, leading campaigns, supporting Student Officers, and making representations to internal and external bodies.
- 9.13. Steer the work of the Welfare Assembly ensuring:
 - 9.13.1. Effective communication between welfare and liberation representatives and officers and the representation of all stakeholder groups views;
 - 9.13.2. Relevant debate and discussion of key community, equality and welfare issues;
 - 9.13.3. The development of recommendations for community, equality and welfare policy and plans to the Union and University;
 - 9.13.4. The dissemination of information about University's progress/work.
- 9.14. Based on outcomes from the Welfare Assembly create clear plans of action for Union projects and implement them.
- 9.15. Develop campaigns and events promoting equality and diversity in partnership with other SU and University departments and with external stakeholders.
- 9.16. Develop and deliver campaigns and events raising awareness of welfare issues affecting the student body.
- 9.17. Mentor the Liberation officers and International and Mature Students officers, acting as lead contact and supporting their projects throughout the year.
- 9.18. Facilitate and support the work of welfare and liberation officers at a JCR level:
 - 9.18.1. Leading the development and delivery of training and support alongside the

Vice President (Union Development);

- 9.18.2. Co-ordinating the activities of these officers.
- 9.19. In conjunction with other officers and staff produce digital resources relating to the community, equality, and welfare activity of the union.
- 9.20. Assist in the work and promotion of LUSU Education and Support Unit:
 - 9.20.1. Advocating for student groups with welfare issues (not individual student advice casework);
 - 9.20.2. Sign post students to the correct pastoral care and welfare support providers;
 - 9.20.3. Contribute and engage with the work of the Education and Support Unit, ensuring projects, central campaigns and plans are student-centred.
- 9.21. Oversee LUSU Living alongside the Vice President (Union Development) with a focus on student experience within LUSU Living.
- 9.22. Act as Lead Officer on charity projects and promotion, working alongside the Vice President (Activities).

10. THE ROLES AND DUTIES OF THE VICE PRESIDENT (ACTIVITIES)

- 10.1. To be the primary student representative for sporting activity, clubs, and societies, ensuring the provision and promotion of competitive and recreational opportunities and encouraging participation.
- 10.2. Promote to the membership engagement in sport and the Union's sporting activity and involvement in societies.
- 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 on quality and availability of facilities, priorities for future developments, and opportunities for students.
- 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 and societies with their own constitutional issues, funding and facilities requirements, codes of practice and operational issues;

- 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 when appropriate to promote active Inter College leagues 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. Liaison with the Sports Centre and Facilities regarding operational issues affecting sport;
- 10.5.5. Ensure that there is successful organisation of Roses and that home and away events are appropriately planned and resourced.
- 10.6. Represent student opinion and expectation to the University, in liaison with the LUSU President, with regard to competitive/elite, college and recreational sport:
 - 10.6.1. Quality of and availability of current facilities;
 - 10.6.2. Priorities for the development of future facilities;
 - 10.6.3. Opportunities availability.
- 10.7. Represent and promote Lancaster student opinion within British Universities and Colleges Sports with regard to competitive/elite inter-varsity competition.
- 10.8. Network and liaise with sporting governing bodies, external links, leagues/competitions and potential affiliations that have connections with our sporting activity ensuring our members' interests are protected.
- 10.9. Develop and deliver campaigns to raise awareness of issues relating to participation, health and fitness and general issues relating to sporting based activities.
- 10.10. In conjunction with relevant staff, oversee the central organisation of Activities Conference.
- 10.11. Facilitate and support the work of societies including:
 - 10.11.1. Raising issues within the LUSU Executive;
 - 10.11.2. Co-ordinating joint initiatives and projects and stimulating new ideas;
 - 10.11.3. Promoting the needs and priorities of societies and their members within the Union and University.
- 10.12. Be the lead officer in regard to the development and delivery of organisational events and social activities such as (but not exhaustively): Grad Ball and Christmas Market.
- 10.13. To deliver large-scale events which engage with as many students as possible and especially to maximise and promote the work of Union affiliated sports clubs and societies.