

APPENDIX 1: PART-TIME OFFICER ROLE DESCRIPTION & RESPONSIBILITIES

This document sets out the role descriptions and individual responsibilities of Part-Time Student Officers.

LIBERATION OFFICERS

1. LGBTQ+ Officer

- 1.1. This officer is responsible for leading, facilitating, and supporting the LGBTQ+ Association of LUSU.
- 1.2. Chair and govern all meetings of LGBTQ+ Association Committee
- 1.3. Ensure fair and open elections for the LGBTQ+ Association Committee in line with the Memorandum and Articles of Association and the Democracy Byelaw.
- 1.4. This officer shall work closely but not exclusively with the Vice President (Welfare and Community) and VP Union Development.
- 1.5. This officer shall attend the Union Executive Committee.
- 1.6. This officer shall attend the NUS LGBT Conference ex-officio, subject to ratification by the Union Executive.
- 1.7. This officer must be a self-defining as LGB and/or Trans+ and/or Queer in order to be eligible to hold office.
- 1.8. The role should hold weekly office hours.
- 1.9. Make sure all business by the LGBTQ+ Association is compliant with LUSU regulations.
- 1.10. Coordinate with the other liberation officers to make sure the campaign remains intersectional
- 1.11. Ensure the operation of educational information sessions
- 1.12. Engage the LGBTQ community and represent their best interest.

2. Students with Disabilities Officer

- 2.1. This officer will lead the implementation and promotion of disability campaigns at the University and will be responsible for leading the awareness and understanding of disability and mental health issues.

- 2.2. This officer should work alongside the VP Welfare and Community and VP Union Development to represent the interests of Disabled Students.
- 2.3. This officer should lobby to improve the experience of Disabled Students in all areas of student life including, but not exclusively:
 - 2.3.1. Disability Access
 - 2.3.2. Academic affairs
 - 2.3.3. Student welfare, including disability and mental health issues.
- 2.4. This officer should work alongside, and lobby, the University's Disability Support wing of Student Based Services to promote, champion and support disability and mental health issues.
- 2.5. This officer shall chair forums where appropriate to actively gauge student feedback and opinion on disability and mental health issues.
- 2.6. This officer shall attend the Union Executive ex-officio.
- 2.7. This officer shall attend the NUS Disabled Students Conference ex-officio subject to ratification by Union Council each year.
- 2.8. This officer must be a self-defining disabled student in order to be eligible to hold office.

3. Black Students' Officer

- 3.1. This officer will lead the implementation and promotion of black students' campaigns and shall encourage the Union membership to also participate in black students' campaigns.
- 3.2. This officer should work alongside the VP Welfare and Community and VP Union Development to represent the interests of Black Students.
- 3.3. This officer shall work alongside, and form links with, existing student groups, societies and the NUS when leading Black students' campaigns.
- 3.4. This officer shall form links with existing student groups to help promote the black students' campaign.
- 3.5. This officer shall work alongside, and lobby, the University and Students' Union to promote, champion and support black students' campaigns.
- 3.6. This officer shall chair forums where appropriate to actively gauge student feedback and opinion on black students' campaigns.
- 3.7. This officer shall attend Union Executive Committee ex-officio.
- 3.8. This officer shall attend NUS Black Students' Conference ex-officio subject to ratification by Union Executive each year.

- 3.9. This officer must be a self-defining black student in order to be eligible to hold office.

4. Women's + Officer

- 4.1. This officer will lead the implementation and promotion of women's campaigns at the University and will be responsible for leading the awareness of women's issues.
- 4.2. This officer should work alongside the VP Welfare and Community and VP Union Development to champion women's campaigns.
- 4.3. This officer shall work alongside, and form links with, existing student groups, societies and the NUS when leading women's campaigns.
- 4.4. This officer shall actively widen the participation and understanding of women's campaigns to the student body.
- 4.5. This officer shall chair forums where appropriate and shall actively gauge student feedback and opinion on issues relevant to women's campaigns.
- 4.6. This officer shall champion women's issues and will report back to Union Council, EWD Council and any other relevant Union and University committees and meetings.
- 4.7. This officer shall attend Union Executive ex-officio.
- 4.8. This officer shall attend NUS Women's Conference ex-officio subject to ratification by Union Executive each year.
- 4.9. This officer must be a self-defining woman in order to be eligible to hold office.

CAMPAIGN OFFICERS

5. International Officer

- 5.1. This officer is responsible for leading, facilitating and supporting the concerns and views of international students at the university.
- 5.2. This officer shall be responsible for taking a lead role in working with the relevant staff members to further the internationalisation agenda of LUSU.
- 5.3. This officer will encourage and help to facilitate campaigns with JCR officers in relation to their position
- 5.4. Work together with the Vice President (Welfare and Community) to plan and implement key priorities and campaigns in the area of welfare and community.

- 5.5. Provide regular updates and briefings on national, regional, and local issues with regards to their position to Union Executive and encourage involvement in campaigns relating to these issues at all of these forums.
- 5.6. Support JCR Executives in outreach activity to international students.
- 5.7. This officer shall attend Union Executive ex-officio.
- 5.8. This officer shall attend NUS International Students' Conference ex-officio subject to ratification by Union Executive each year.

6. **Mature Students Officer**

- 6.1. This officer will lead the implementation and promotion of mature students' campaigns at the University and will be responsible for leading the awareness of mature students' issues.
- 6.2. This officer should work alongside the VP Welfare and Community and VP Union Development to champion Mature Students issues.
- 6.3. This officer shall work alongside, and form links with, existing student groups, societies and the NUS when leading Mature Students campaigns and activates.
- 6.4. This officer shall actively widen the participation and understanding of Mature Students to the student body.
- 6.5. This officer shall chair forums where appropriate and shall actively gauge student feedback and opinion on issues relevant to mature students.
- 6.6. This officer shall attend Union Executive ex-officio.
- 6.7. This officer shall attend NUS Mature and Part time Students Conference ex-officio subject to ratification by Union Council each year.
- 6.8. This officer must be a mature student in order to be eligible to hold office.