

General Secretary

The duties of the General Secretary are:

- a. To direct the Union's democratic and representative work;
- b. To be responsible for ensuring effective communications between the Union and students;
- c. To support the activities of the Executive Officers;
- d. To chair the Trustee Board;
- e. To line manage the Union Director, and through them oversee all staffing matters within the Union;
- f. To chair the Steering Committee and NUS Committee, and be accountable to those bodies;
- g. To act as the primary liaison between the University and the Students' Union;
- h. To act as the principal spokesperson of the Union;
- i. To be a delegate to the NUS National Conference, and act for administrative purposes as the delegation leader;
- j. To be a member of the following University Committees:
 - i. Board of Governors;
 - ii. Senate;
 - iii. Finance Committee;
 - iv. Planning and Resources Committee;
 - v. Teaching and Learning Group;
 - vi. Student Experience Management Group;
 - vii. Student Administration Management Group;
 - viii. General Assembly;
 - ix. Alumni Advisory Board;
- k. To be a member of the following Union Committees:

- i. Senate;
- ii. Services Committee;
- iii. Steering Committee;
- iv. University and Union Relations Committee.

General rules relating to duties

37. Officers shall be free to act within the individual duties set out below, subject to:

- a. The Bye-Laws and the Articles of Association;
- b. The decisions of the Senate;
- c. The decisions of any relevant Senate Committees.

38. The membership of University Committees listed below in the duties of the Executive Officers shall be the default arrangement, but may be re-arranged by the Executive Officers with the consent of the Senate.

39. All Officers shall:

- a. Check their correspondence frequently, and reply promptly to queries from students;
- b. Attend all relevant training events;
- c. Help at Union events when required;
- d. Ensure all funds within any budget they control are spent prudently and effectively;
- e. Attend every meeting of the Senate, the Annual Members Meeting and any Committee of which

they are a member, and if they are unable to attend, give their apologies in advance of meetings.

40. The Senate may assign additional duties to any Officer on an ad-hoc or temporary basis.

Duties of the Executive Officers

41. The Executive Officers collectively and individually have the following general duties:

- a. To promote, defend and extend the rights of students;

- b. To represent the voice of students;
- c. To campaign on issues affecting students;
- d. To execute policy and review progress regularly;
- e. To lead the Union in delivering on the political and representative priorities of students;
- f. To comply with all relevant policies of the Union pertaining to their employment;
- g. With the other members of the Trustee Board, to act as Trustees of the organisation.