

## **Liberation and Access Officer**

### ***The duties of the Liberation and Access Officer are:***

- a. To direct the Union's work relating to equality, diversity and liberation;
- b. To support and facilitate an effective and active series of liberation campaigns and other networks of under-represented students;
- c. To chair and be accountable to the Diversity and Liberation Coordination Committee;
  - i. To be a member of the following University Committees: Senate;
  - ii. Distance Learning Strategy Group;
  - iii. Recruitment and Admissions Management Group;
  - iv. Widening Access Working Group;
  - v. Equality and Diversity Forum;
  - vi. International Mobility Group;
  - vii. International Strategy Group;
  - viii. Race Equality Charter Mark Group;
  - ix. Disability Consultation Group;
  - x. University and Union Relations Committee.
- d. To be a member of the following Union Committees:
  - i. Diversity and Liberation Committee;
  - ii. Senate.

### ***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.