

## Postgraduate Officer

### The Duties of the Postgraduate Officer are:

- a. To direct the Union's work relating to Postgraduate students including their education and sense of community;
- b. To be the principal liaison with the University on Postgraduate matters;
- c. To support and facilitate an effective system of course, school and faculty level representation
- d. To co-chair and be accountable to the Education Committee;
- e. To chair the Postgraduate Committee (when established);
- f. To be a member of (or attend upon the request of members of the Education Committee) relevant University Committees including the following:
  - i. Senate;
  - ii. University and Union Relations Committee.
- iii. Teaching and Learning Group;
- iv. Manchester Doctoral Academy
- v. To be a member of the following Union Committees:
  - i. Education 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.