

Executive Officers

Salary	Voluntary
Hours	Flexible
Location	Abertay University Campus
Term	One Year

Overall Purpose of the Post

The Executive Officers, who are a part of the Senior Leadership Team along with the two sabbatical officers, are primary representatives and ambassadors for Abertay University Students and Abertay Students Association, in particular relation to welfare and general facilities and ensuring that the Students Association is representative and inclusive of the Universities diverse student population.

The Senior Leadership Team have a particular remit to deliver on policy and campaigns. Policy and campaigns are developed through individual officer manifestos, joint activities agreed during officer induction and themes directed by the Student Representative Council. The Executive Officer annual plan will be agreed in Semester One.

Responsibilities

Campaigns

All elected officers are responsible for designing and delivering campaigns for the benefit to the wider student population. Campaigns will be based on individual manifestos and joint initiatives which emerge during the officer induction and planning period.

Specifically, executive officers will;

- Design and deliver on individual manifesto commitments which made up officer election campaigns.
- Design and deliver a shared work programme in collaboration with other elected officers of Abertay Students Association.
- Engage with local and national campaigns in partnership with other students associations if required.
- Respond to policy and campaign activity mandated by Student Representative Council.

Democratic Activities

Executive Officers will promote the democratic functions of Abertay Students Association. You will assist with the recruitment of class representatives, specifically going to lectures, talking to students and encouraging participation. Executive officers will be held to account for manifesto promises, any actions taken in office and decision-making whilst in office by Student Representative Council.

Student Facing Events and Activities

Executive officers will ensure that Students Association events and activities represent the interests of students and meet their needs, while protecting the association, its operations and its reputation.

Shared Responsibilities

Executive Officers will have a responsibility to commit to their own manifesto promises, campaigns agreed between the other Executive Officers, and campaigns mandated by the Student Representative Council. They will also have a responsibility to participate in, and encourage other students to participate in activities such as Student Representative Council, Freshers Week, Student Awards, and other student facing events.

Commitments

Commitment we expect from you:

- To attend Senior Leadership Team Meetings with your fellow Executive Officers, the President and the Vice President, and take part in Executive Activities.
- To create opportunities to elicit student views and feedback on Student Association activities and University work streams.
- To attend SRC to enable accountability to the wider student body.
- To work with other Executive Officers, Committees and groups and look after students' collective interests.
- Actively support and help out with other officer campaigns and events.
- To attend executive training.
- To support Sabbatical Officers with committee meetings as part of University requirements where appropriate.

Commitment you should expect from us:

- Continuing Professional Development
- Ongoing support and training, provided through a selection of NUS training courses, externally recommended courses (professionally delivered) and internally facilitated project planning.
- Support from Students Association staff to deliver campaigns and activities, as agreed with the Chief Executive Officer.