

FULL TIME EXECUTIVE OFFICER BYE LAW

1. FULL TIME OFFICER ROLES

- 1.1. The Full Time Officer roles of the Students' Union are:
 - 1.1.1. President
 - 1.1.2. Vice President (Union Development)
 - 1.1.3. Vice President (Education)
 - 1.1.4. Vice President (Welfare and Community)
 - 1.1.5. Vice President (Campaigns and Communications)
 - 1.1.6. Vice President (Activities)

2. APPOINTMENT

- 2.1. Officer roles stated in 1.1 are the appointments to major union offices under Section 22 of the Education Act 1994.
- 2.2. Officers under 1.1 are elected for one academic year:
 - 2.2.1. Article 20.3 of the Memorandum and Articles of Association allows for a second term of appointment.
 - 2.2.2. The period of office shall start on the first day of the summer vacation through to the date set by the university for the end of summer term.

3. STATUS OF FULL TIME OFFICERS

- 3.1. Full Time Elected Officers are both an office holder and an employee of Lancaster University Students' Union.
- 3.2. Officers are subject to the policies and procedures of the Union as outlined in the Memorandum and Article of Association and Bye Laws including, but not limited to, complaints and disciplinary procedures and confidence motions.
- 3.3. Officers are additionally required to adhere to the terms and conditions of employment as stated in Full Time Officer Contracts.
 - 3.3.1. A copy of this Full Time Officer Contract is publically available on the Students' Union website.

4. OFFICER DUTIES FOR ALL ROLES

- 4.1. All Full Time Officers are expected to undertake the following duties:

- 4.1.1. Uphold the Students' Union Memorandum and Articles of Association, Bye Laws, regulations and policies to ensure the effective governance and development of the Students' Union;
- 4.1.2. Engage with the wider membership, seeking feedback and input from members and encouraging positive participation and involvement in the Students' Union;
- 4.1.3. Actively represent the interests of the membership, both locally and nationally, ensuring the needs of all students are represented and taking into account the diversity of the Students' Unions membership as the political leads of the organisation;
- 4.1.4. Serve as an Officer Trustee of the Students' Union, ensuring accountability of decision making and financial and legal wellbeing;
- 4.1.5. Carry out any other duties as may be assigned from referenda, preferenda, General Meetings, Student Juries and the Union Executive, if reasonably consistent with the position, and to regularly report back to the Union Executive.
- 4.1.6. Attend all the relevant meetings and committees, both internal and external to the Students' Union;
- 4.1.7. Work collaboratively to ensure equality, diversity and inclusion are considered in all decision making and activities. With particular focus on students from liberation backgrounds, postgraduate students, distance learners and mature students.
- 4.1.8. Delivering campaigns, initiatives and activities, as individuals and collaboratively, which promote a positive state of student wellbeing and improve the student experience,
- 4.1.9. Support college officers from your assigned college(s). The assignment will be collaboratively decided by Full Time Officer team.
- 4.2. In addition, officers are expected to fulfil the specific Full Time Officer roles & duties as outlined in Sections 5-10 of this Bye Law.
- 4.3. Full Time Executive Officers shall keep a record of their weekly activities. These should be made in the form of a report to their assigned Scrutiny Officer(s) and the Union Executive.

- 4.3.1. Failure to make such reports may be deemed a breach of contract, subject to disciplinary action.

5. THE ROLE AND DUTIES OF PRESIDENT

- 5.1. To lead the broad development of the organisation.
- 5.2. To coordinate and support the activities of Students' Union Officers including the FTO Team:
 - 5.2.1 To co-ordinate the activities of the FTO team ensuring good working relationships between the team are maintained and duties are being undertaken and terms and conditions of office are adhered to.
- 5.3. Chair the Trustee Board and attend Finance and Risk sub-committee and Governance sub-committee.
- 5.4. Be the lead spokesperson of the Union with regard to student and political issues.
- 5.5. Lead the Students' Union's work relating to postgraduate students;
- 5.6. Ensure the Students' Unions representation channels within the University's governance structures are effectively utilised by officers.
- 5.7. To network and liaise with:
 - 5.7.1. Student Officers and Union staff to identify points for action;
 - 5.7.2. Senior University on key strategic or student issues;
 - 5.7.3. The National Union of Students
 - 5.7.4. Other Students' Unions, benchmark institutions and bodies with similar aims and objectives to the Students' Union at Lancaster;
 - 5.7.5. Political influencers such as MPs and Lords that can enact positive change to the HE sector;
- 5.8. Be responsible for the day-to-day communication with the Chief Executive regarding Union staffing, business and operations:
- 5.9. Act as a Non-Executive Director of the LUSU Services Company participating in decision-making processes alongside the Vice President Union Development, ensuring services are student focused and attaining student opinion

- 5.10. Participate in the budgeting and monitoring processes for Students' Union Officers and Committees including monthly reviews alongside the Financial Controller and Vice President (Union Development)
- 5.11. Scrutinise and authorise expenditure incurred by officers, clubs and societies alongside the Vice President (Union Development)

6. THE ROLES AND DUTIES OF THE VICE PRESIDENT (UNION DEVELOPMENT)

- 6.1. To be the lead student representative for the Union's Commercial Services, the Junior Common Room and PG Board officers, and maintaining governance and democratic procedures such as elections, referenda and ensuring these remain student-focused.
- 6.2. Chair the Union Executive Committee, and Democracy Committee and support the development of these committees, ensuring they are accountable and transparent in their decision making.
- 6.3. Deputise for the SU President when applicable.
- 6.4. Be the Delegate leader for major NUS conferences;
- 6.5. Lead officer for championing local, national and student elections;
- 6.6. Oversee the running of general meetings in accordance with the Union's Bye Laws and Memorandum and Articles of Association ensuring that officer and governance information is accessible and accurate.
- 6.7. Maintain good governance of the Union's Memorandum and Articles of Association and Bye Laws and ensure that they remain up to date, accessible and relevant to the membership.
- 6.8. As chair of social and events group, oversee and co-ordinate the social activities of Student Groups, ensuring that all social activities are inclusive and that good practice is shared.
- 6.9. Act as the lead officer responsible for finance.
 - 6.9.1. Alongside the financial controller and SU President, oversee the financial transactions to ensure that all decisions made are fair and student-focused.
 - 6.9.2. Lead on the budgeting, monitoring, authorisation and scrutiny of finances for Union Officers, Committees and student groups including monthly reviews

alongside the SU President; ensuring that financial information is student focused.

- 6.9.3. Serve as a Non-Executive Director of the SU Services Company participating in decision-making processes alongside the SU President, taking a particular lead on services being student focused and attaining student opinion.
- 6.10. Be the lead officer in relation to the operations of the Students' Union's commercial services and their development including acting as a Non-Executive Director of the LUSU Services Company and LUSU Housing Ltd.
- 6.11. To support Junior Common Room and PG Board officer groups with:
 - 6.11.1. Planning and implementation of Welcome Week events, Extravs and Grad Fest.
 - 6.11.2. Training and development of JCR, PG Board and Student officers including the planning and delivery of officer training events and providing support to officer and officer groups throughout the year.
 - 6.11.3. Training and development of JCR, PG Board and Student officers' events and providing support to officer and officer groups throughout the year.

7. THE ROLES AND DUTIES OF THE VICE PRESIDENT (EDUCATION):

- 7.1 Be the lead student representative on academic and related issues concerning the development of the Undergraduate, Postgraduate Taught (PGT) and Postgraduate Research (PGR) experience to the University. Focusing on:
 - 7.1.1. Education policy development and implementation;
 - 7.1.2. Quality assurance and enhancement;
 - 7.1.3. Learning support, facilities and resources;
 - 7.1.4. Future academic strategy;
 - 7.1.5. Provision at Associate and partner institutions here and internationally;
 - 7.1.6. Employability skills and opportunities provided by the University.
- 7.2. Understand the academic structural differences between Postgraduate Taught (PGT) and Postgraduate Research (PGR) students and the issues they face which differ to those of Undergraduates.

- 7.3. In conjunction with the Faculty Reps, steer the work of the Academic Executive ensuring:
 - 7.3.1. Effective communication between academic representatives and officers and the representation of all stakeholder groups views;
 - 7.3.2. Relevant debate and discussion of key education issues at the University and nationally;
 - 7.3.3. The development and implementation of education policy and plans;
 - 7.3.4. The dissemination of significant University academic business;
 - 7.3.5. The dissemination of performance indicators and student satisfaction data.
- 7.4. Be the lead student officer responsible for responding to national education and employability issues and bringing these to Union Executive Committee.
- 7.5. In collaboration the Vice President (Welfare and Community), actively address the inequalities within academia.
- 7.6. Be an active member of all relevant University committees to which the role is entitled and to network and liaise with the senior academic-related management staff, Faculty and School Deans, and the Student Registry and heads of academic related services i.e. Library, Careers and ISS regarding student services.
- 7.7. Facilitate and support the work of academic representatives and officers:
 - 7.7.1. Lead officer for the recruitment, training, development and promotion of course, faculty, lead, and equality diversity inclusion academic representatives and ensuring effective collaboration with existing Students' Union structures and the University regarding feedback;
 - 7.7.2. Facilitate and support the work of education and welfare officers, on campaigns, and sign-post to relevant training and guidance where appropriate.
 - 7.7.3. Coordinate the development and delivery of Students' Union education and employability-focused campaigns.
- 7.8. Assist in the promotion of the Students' Union Education and Support Unit:
 - 7.8.1. Advocating for student groups with academic issues (not individual student advice casework);

- 7.8.2. Sign-post students to the correct pastoral care and academic support providers;
- 7.8.3. Contribute and engage with the work of the Education and Support Unit, ensuring projects, central campaigns and plans are student-centred.
- 7.9. Lead on the Education Conference including deciding theme, stakeholders, and 'sessions',
- 7.10. Oversee the work of Union in relation to employability and enterprise projects.
- 7.11. Work with the University to run the Student Led Teaching Awards.
- 7.12. Champion the Alternative Education Review, and advocate for the adoption of the recommendations

8. THE ROLES AND DUTIES OF THE VICE PRESIDENT (WELFARE AND COMMUNITY)

- 8.1. Be the lead student representative on welfare and equality issues and widening participation promoting equitable representation of our diverse student population. Ensuring issues of race, culture, study status, disability, gender, sexual orientation, religion, age and any other irrespective differences are given proper consideration within the Union's decision-making when:
 - 8.1.1. Implementing new policies;
 - 8.1.2. Developing new services and long-term plans;
 - 8.1.3. Reviewing existing services and opportunities;
 - 8.1.4. Planning campaigns and events;
- 8.2. Lead campaigns and activity related to students as students issues relating to their welfare;
- 8.3. Act as lead officer on internationalization and international students.
- 8.4. Liaise and network with University staff responsible for driving equality policy, initiatives and widening participation, and be the student representative for this work.
- 8.5. Be the lead student officer responsible for responding to national welfare issues and bringing these to Union Executive Committee.

- 8.6. Act as lead officer working with city and community groups including local council, the police, and other relevant bodies.
- 8.7. Champion the ethics and environment agenda, leading campaigns, supporting Student Officers, and making representations to internal and external bodies.
- 8.8. Chair the work of the Welfare Assembly ensuring:
 - 8.8.1. Support the running of liberation campaigning
 - 8.8.2. Effective communication between welfare and liberation representatives and officers and the representation of all stakeholder groups views;
 - 8.8.3. Relevant debate and discussion of key community, equality and welfare issues;
 - 8.8.4. The development of recommendations for community, equality and welfare policy and plans to the Union and University;
 - 8.8.5. The dissemination of information about University's progress/work.
- 8.9. Develop and deliver campaigns and events raising awareness of welfare issues affecting the student body.
- 8.10. Assist in the promotion of SU Education and Support Unit:
 - 8.10.1. Advocating for student groups with welfare issues (not individual student advice casework);
 - 8.10.2. Signpost students to the correct pastoral care and welfare support providers;
 - 8.10.3. Contribute and engage with the work of the Education and Support Unit, ensuring projects, central campaigns and plans are student-centred.
- 8.11. Oversee Living alongside the Vice President (Union Development) with a focus on student experience.

9. THE ROLES AND DUTIES OF THE VICE PRESIDENT (CAMPAIGNS AND COMMUNICATIONS)

- 9.1. To support and facilitate the development of Lancaster's student media, and media and communications officers and guide the Students' Union's organisational communications (both in message and delivery) with its members and the University.
- 9.2. Facilitate and support the work of media organisations and groups associated or affiliated to the Students' Union to:

- 9.2.1. Raise issues of their future development within the Students' Union;
- 9.2.2. Create and coordinate joint initiatives and projects through chairing the Media Board.
- 9.3. Promote Union media and the opportunities within student media to the student body
- 9.4. Ensure that the Students' Union is effectively promoted by contributing and engaging with the work of the Marketing and Communications Team, ensuring communications projects and plans are student-centred.
- 9.5. Facilitate and support the work of Students' Union publicity, communications and media officers on campaigns, communications and advertising, and sign-post to relevant training and guidance where appropriate.
 - 9.5.1. Raise issues of their future development within the Students' Union;
 - 9.5.2. Create and coordinate joint initiatives and projects through chairing the Communications Committee.
- 9.6. Act as lead officer on the communications policy of the Students' Union.
- 9.7. Lead officer responsible for all Students' Union Media outlets;
 - 9.7.1. Bailrigg FM
 - 9.7.2. LA1 TV
 - 9.7.3. Take 2 Cinema
 - 9.7.4. SCAN
- 9.8. Take full editorial responsibility for the production of SCAN, with duties including:
 - 9.8.1. Report primarily on issues that are of interest to Lancaster University's students and secondly any other content at the Editor's discretion;
 - 9.8.2. Publish/publicise the availability of the Union Accounts and Affiliations lists;
 - 9.8.3. Proactively seek guidance on legally contentious reporting issues via the Students' Union President and Chief Executive and take their advice on behalf of the Trustee Board;
 - 9.8.4. Liaise with relevant Marketing and Communications and Finance staff regarding production issues and changes (both paper and digital);

- 9.8.5. Be the budget holder for SCAN ensuring that resources are effectively spent and with consideration to medium-term aims for SCAN.
 - 9.9. Act as lead officer on all Lancaster University Students' Union and Full Time Officer social media and online forums.
 - 9.10. Lead on further work to interpret and gauge student opinion through different modes of communication.
 - 9.11. Lead on promotion of Lancaster University Students' Union elections
 - 9.12. Ensure officer and governance information is accessible and accurate.
 - 9.13. Act as lead officer responsible for organising the annual media-related conference.
 - 9.14. Lead various campaigns throughout term in office, focusing on students as students issues;
 - 9.15. Support the Full Time Officer Team in the running of their campaigns.
10. **THE ROLES AND DUTIES OF THE VICE PRESIDENT (ACTIVITIES)**
- 10.1. To be the lead student representative for societies, sports clubs and sporting activity, ensuring the provision and promotion of competitive and recreational opportunities and encouraging participation.
 - 10.2. Promote engagement in societies, sport and the Union's sporting activity to the membership.
 - 10.3. Promote the benefits of activities on positive wellbeing, both mental and physical, to students
 - 10.4. Represent student opinion and expectation with regard to competitive and recreational sport by:
 - 10.4.1. Ensuring that the Union is effectively delivering sporting opportunities at all levels;
 - 10.4.2. Contributing and engaging with the work with the wider Student Activities Team to ensure future development and plans are student-centred;
 - 10.4.3. Representing student opinion to the University on quality and availability of facilities, priorities for future developments, and opportunities for students.
 - 10.4.4. Explore opportunities for external funding relating to a range of student activity

- 10.5. Facilitate the delivery of a rolling programme of sport through the Union and University, working in conjunction with other members of the Student Activities Team via:
 - 10.5.1. Assisting clubs and societies with their own constitutional issues, funding and facilities requirements, and codes of practice;
 - 10.5.2. In conjunction with the Inter-College Chairs, facilitate and support the work of JCR/PG Board Sports Officers, including sign-posting training and guidance where appropriate, to promote active the Carter Shield, Inter-College varsity competitions, and recreational sport;
 - 10.5.3. Chair relevant committees associated with the role and responsibilities outlined within the Union Memorandum and Articles of Association and Bye Laws;
 - 10.5.4. Liaise with the Sports Centre and Facilities regarding issues affecting student users;
 - 10.5.5. Represent student interest throughout the organisation of Roses, both home and away
- 10.6. Represent student opinion and expectation to the University, in liaison with the SU President, across the Students' Union activity offering:
 - 10.6.1. Quality of and availability of current facilities;
 - 10.6.2. Priorities for the development of future facilities;
 - 10.6.3. Opportunities availability.
- 10.7. Represent and promote Lancaster student opinion within British Universities and Colleges Sports with regard to competitive/elite inter-varsity competition.
- 10.8. Facilitate and support the work of societies including:
 - 10.8.1. Raising issues within the Lancaster University Students' Union Executive;
 - 10.8.2. Promoting the needs and priorities of societies and their members within the Union and University.