

Standing Order F: Sabbatical Trustees

1. Sabbatical Trustees (hereafter “Student Officers”) will hold office from 1st August in the Year of their election until 31st July of the following Year. The Board will have discretion to vary this to allow students to finish assessment for their programme, so long as the Officer is in post for no more than 12 months.
2. Retiring Student Officers are required to assist in training their successors to facilitate a smooth handover period.
3. Incoming Student Officers will receive a maintenance payment on a pro rata basis for training or events attended during this period.
4. There shall be five Student Officers:
 - 4.1. President;
 - 4.2. Undergraduate Academic Officer;
 - 4.3. Postgraduate Academic Officer;
 - 4.4. Welfare and Liberation Officer;
 - 4.5. Opportunities Officer.

Duties and Responsibilities

5. The Student Officers shall have the following duties:
 - 5.1. Act as a Trustee of the Union;
 - 5.2. Promote and defend the rights of members and act in the best interest of the Union at all times;
 - 5.3. Actively lead campaigns across all of the Durham University campuses on a range of issues that affect the diverse range of members including development of policy;
 - 5.4. Implement and uphold Union policy at all times;
 - 5.5. Work together as the Student Officer Team to deliver the strategic objectives and annual officer action plans;
 - 5.6. Attend, and report on their work to, Assembly and other committees when required;
 - 5.7. Attend ceremonial events on behalf of the Union;
 - 5.8. Attend committees as outlined in the committee membership list;
 - 5.9. Abide by the Seven Principles of Public Life (‘Nolan Principles’);
 - 5.10. Attend staff development and training as required;

- 5.11. Collaborate with Union staff, to enhance services for members;
 - 5.12. Have lead Student Officer responsibility for the development of strategies and plans relating to their portfolios;
 - 5.13. Working to increase participation and to lower and/or remove barriers to participation in Union activities;
 - 5.14. Working within the democratic structures to debate and discuss policies and issues and to implement policies; and
 - 5.15. Fulfil any duties and obligations that arise consequentially upon signing a Sabbatical Trustee contract.
6. Individual Student Officers shall also have for the following duties:

President

- 6.1. The President shall have lead Student Officer responsibility for:
- 6.1.1. Increasing participation and engagement by members in the activities, democracy and governance of the Union and its subsidiary groups;
 - 6.1.2. Effective implementation and administration of the governance and democratic structures of the Union;
 - 6.1.3. Communications, including being the chief spokesperson;
 - 6.1.4. Liaison between the Union and the University;
 - 6.1.5. Liaison between the Union and the Common Rooms;
 - 6.1.6. Liaison between the Union and the National Union of Students (NUS);
 - 6.1.7. Liaison between the Union and the local community;
 - 6.1.8. Liaison between the Officer Team and the Durham SU Chief Executive;
 - 6.1.9. Leading the Durham University delegation at NUS National Conference;
and
 - 6.1.10. Coordinating the Student Officer Team.

Undergraduate Academic Officer

- 6.2. The Undergraduate Academic Officer shall be studying at an undergraduate level at the time of the election and will have lead Student Officer responsibility for:
- 6.2.1. Leading Durham SU's policy and campaigns on undergraduate academic matters;
 - 6.2.2. Liaising with departments and faculties to improve undergraduate academic experience;

- 6.2.3. Supporting student representatives to effectively improve undergraduate academic experience;
- 6.2.4. Undergraduate academic support, learning resources and study facilities;
- 6.2.5. Undergraduate academic quality evaluation projects; and
- 6.2.6. Holding termly meetings with members regarding academic interests.

Postgraduate Academic Officer

- 6.3. The Postgraduate Academic Officer shall be studying at a postgraduate level at the time of the election and will have lead Student Officer responsibility for:
 - 6.3.1. Leading Durham SU's policy and campaigns on postgraduate academic matters;
 - 6.3.2. Liaising with departments and faculties to improve postgraduate academic experience;
 - 6.3.3. Supporting student representatives to effectively improve postgraduate academic experience;
 - 6.3.4. Postgraduate academic support, learning resources and study facilities;
 - 6.3.5. Postgraduate academic quality evaluation projects; and
 - 6.3.6. Holding termly meetings with members regarding academic interests.

Welfare and Liberation Officer

- 6.4. The Welfare and Liberation Officer shall have lead Student Officer responsibility for:
 - 6.4.1. Leading Durham SU's policy and campaigns on welfare, including health and wellbeing, accommodation and equality and diversity
 - 6.4.2. Enhancing non-academic facilities within the University;
 - 6.4.3. Championing equality and diversity;
 - 6.4.4. Supporting and coordinating self-defining students to come together in Durham SU's Liberation associations and liberation and rights campaigns;
 - 6.4.5. Supporting student representatives to effectively improve welfare and liberation at Durham University
 - 6.4.6. Internal and external community liaison, including statutory bodies;
 - 6.4.7. Championing the Union's work in the community, including charity fundraising.

Opportunities Officer

- 6.5. The Opportunities Officer shall have lead Student Officer responsibility for:
- 6.5.1. Leading Durham SU's policy and campaigns on student opportunities and activities for all Durham students, including but not limited to Student Groups, student media, charity fundraising and volunteering.
 - 6.5.2. Lead Durham SU's policy and campaigns to enhance student personal development through supporting students to participate in opportunities that develop them, have fun, and make a difference to the world around them.
 - 6.5.3. Liaison with the University on wider student experience and development.
 - 6.5.4. Leading Durham SU's engagement with Experience Durham.

Reporting

- 7. Student Officers are required to present an annual action plan to the first Assembly meeting of the Academic Year.
- 8. Student Officers shall present an update on the annual action plan to every regular meeting of Assembly.