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**Rose Bruford College Students’ Union**

**Who does what?**

**The President of the SU** shallbe:

* a trustee of the SU and a member of the College Board of Governors which meets 7 times/year.
* the prime representative of the SU and seek to involve as many students in the SU as possible;
* in attendance at the College;
* a member of the ‘Learning, Quality & Standards’(meets 8 times/year) and ‘Student Experience’ (meets 2 times/year) College committees, and report back to the Union;
* a cheque signatory to the SU bank account;
* a signatory on all contracts for activities and events;
* a signatory on all major transactions on SU budgets;
* a signatory on the Finance Officer’s annual budget;
* the prime representative of the SU to liaise with the College over any matters affecting students;
* responsible for compiling a report on the activities of the SU for consideration at the Annual General Meeting (AGM);
* responsible for meeting with the Returning Officer and ensure that elections happen in accordance with SU Constitution; notify the Executive Officers (EO) Committee of any resignation of any Executive Officer and ensure they decide an appropriate action.

Shared responsibilities:

* a full participant in fortnightly (EO) Committee meetings;
* in regular communication with all of the SU’s other EO postholders;
* responsible for writing a report for the AGM of their activities of the year
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Charities and Entertainments Officer to the Students’ Union** shall be responsible for:

* in conjunction with the Officer for Welfare & Disabilities, BAME, LGBT+ & President consult with students at the beginning of the academic year and design a social activities programme (some of which must be charity related) for the whole year on the basis of information received, which represents the interests of a wide and diverse range of students. Organise and publicise the events to ALL students;
* establish and maintain contact with relevant clubs and societies, companies and organisations to the advantage of students;
* establish and maintain contact with relevant officers at other colleges in the county and region; and other specialist performing arts-based higher-education institutions;
* be responsible for the sale and distribution of tickets and the collection of monies for activities;
* in conjunction with the Finance Officer ensure that all money from ticket sales is banked as soon as possible;
* act as principal point of contact between SU Executive and SU Summer Ball committee & Symposium Team;
* raise awareness of a range of charities amongst ALL of the College’s students;
* meet with local business to secure reductions for students’ leisure activities;
* sit on the College Health & Safety Committee (meets 6 times/year).

Shared Responsibilities:

* be in regular communication with all of the SU’s other EO post holders;
* a full participant in fortnightly EO Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Welfare & Disabilities Officer to the Students’ Union** shall be responsible for:

* deal with, but NOT counsel, students who have welfare and disability-related issues, respecting confidentiality at ALL times;
* **represent** all students that self-define as disabled, including **students with long-term illnesses, specific learning difficulties and mental health issues;**
* when necessary, refer students to the College’s student support services or other relevant external organisations;
* attend any relevant training for SU Welfare & Disability Officers;
* be a liaison between Mental Health First Aiders, Ambassadors and students;
* Liaise with the Charities and Entertainments Officer to ensure that the events organised are inclusive of students with disabilities;
* consult the student body regularly to find out what problems they are having in the College and take into account these, when planning campaigns;
* organise campaign events on and raise awareness of, welfare and disability issues as agreed by the EO Committee e.g. disability awareness, debt, safer sex, drugs/alcohol abuse etc.;
* sit on the College ‘Learning, Quality & Standards’ (meets 8 times/year), ‘Academic Board’ (meets 4 times/year), ‘Student Experience’ (meets 2 times/year) and ‘Equality & Diversity’ (meets 3 times/year) committee;
* have responsibility for representing students in disciplinary or academic appeal cases;

Shared Responsibilities:

* be in regular communication with all of the SU’s EO post holders;
* participate fully in fortnightly EO Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

The **Secretary to the Students’ Union** shall be responsible for:

### taking minutes at each Executive Officers’ Committee meeting;

* publicising all Executive Officers’ Committee meetings, receiving debates, changes for discussion, circulating agendas and minutes to members of the meeting;
* collecting apologies from those unable to attend the Executive Officers meetings with the President (who will deem these apologies acceptable);
* ensuring the good conduct of the meeting, in accordance with the Constitution;
* maintaining the Students’ Union various media platforms such as the SU’s Twitter and Facebook accounts and website. \*

\*this may be split between officers at the start of the academic year if other officers express interest to take on specific social media platforms.

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Finance Officer to the Students’ Union** shall be responsible for:

* regulating expenditure of the Union in such ways as to maximise Union activities in co-operation with the President;
* ensuring that the Union draws up and approves an annual budget;
* ensuring that the Students’ Union is appropriately insured and that policies are up to date;
* petty cash and presenting regularly a record of Petty Cash transactions to the Executive Officers Committee;
* presenting an update of Income and Expenditure to meetings of the Executive Officers’ Committee every three months;
* being a signatory on the Union account;
* ensuring, in conjunction with the President, that all financial transactions are legitimate, and that the necessary paper work and receipts are kept;
* ensuring that the Union accounts are audited annually, and that they are presented to the Board of Governors;
* the banking of any money received, and ensure that no more than £75:00 is kept in the Union Office at any one time;
* paying bills promptly, and for sending out relevant invoices for money owed to the Union;
* in conjunction with the Executive Officers Committee allocating grants to clubs and societies and monitoring their income and expenditure;

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Environment and Ethics Officer** shall:

* be responsible for tackling all environmental and ethical issues that affect the students of the Union;
* be responsible for meeting with the College management when necessary to assure the College is working towards a greener environment;
* be responsible for meeting with the College management when necessary to assure the College is working on a range of ethical issues;
* sit on any relevant College boards or committees,;

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The International Officer** shall:

* be from a country other than the United Kingdom;
* be aware of all students that are attending Rose Bruford College from all countries (other than the United Kingdom) across all courses and years;
* be aware and open to all international students’ needs and concerns;
* liaise with the Admissions Office to provide up to date information about attending Rose Bruford College to prospective students;
* contact international students that are due to begin their first year at ensure they have received all relevant paperwork and information;
* liaise with relevant staff in the College’s Student Support Services in all matters that may arise for international students;
* hold regular meetings with all international students to discuss any issues that may arise;
* update and amend the International Student Handbook as appropriate and in consultation with the Admissions Office;
* sit on any relevant College boards or committees, including the College’s Equality and Diversity Committee (meets 3 times/year) and Student Experience Committee (meets 2 times/year);

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Lesbian, Gay, Bisexual and Transgender (LGBT+) Executive Officer** shall:

* be a member of the LGBT+ community
* deal with, but NOT counsel students with lesbian, gay, bisexual and trans and issues, respecting confidentiality at ALL times;
* organise social events for the LGBT+ community in the College (in liaison with the Charities and Entertainments Officer);
* liaise with and support the LGBT+ community in the College;
* sit on any relevant College boards or committees, including the College’s Equality and Diversity Committee (meets 3 times/year) and Student Experience Committee (meets 2 times/year);

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Gender Equalities Officer** shall:

* ensure that SU campaigns and events are inclusive of all genders;
* represent those who bring forward gender-related issues
* sit on any relevant College boards or committees including the College’s Equality and Diversity Committee (meets 3 times/year) and Student Experience Committee (meets 2 times/year);

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Sports & Societies Officer** shall:

* be responsible for the development and support of student sports and societies;
* seek to encourage involvement in sports and societies from all sections of the College’s student population;
* Formally meet with each society twice a year.

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Black, Asian & Minority Ethnic Officer** shall:

* regularly liaise with the BAME Society to ensure strong links with the SU;
* ensure that SU events are inclusive of BAME students;
* sit on any relevant College boards or committees including the College’s Equality and Diversity Committee (meets 3 times/year) and Student Experience Committee (meets 2 times/year);

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Christopher Court Officer** shall:

* be a resident of Christopher Court;
* regularly liaise with the Christopher Court Student Living Team to ensure strong links with the SU;
* maintain and update the Student Union Board at Christopher Court with all SU relevant notices;
* represent the voice of the residents and become a link between the Students, Student Services & Senior Management;
* hold a minimum of 3 whole building focus group sessions with the Christopher Court Management Team present;
* ensure that SU events are inclusive of Christopher Court residents;
* sit on any relevant College boards or committees, including the College’s Student Experience Committee (meets 2 times/year).

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year.
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The School of DMTA Officer and the School of Performance Officer** shall:

* ensure appropriate representation of their School’s students within the work of the SU executive;
* liaise regularly with the School’s student representatives;
* attend the relevant School Board (which normally meets two or three times a year).

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders;
* participate fully in fortnightly Executive Officers’ Committee meetings;
* responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.

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**Rose Bruford College Students’ Union**

**Who does what?**

**The Online Student Officer** shall:

* be an online student;
* ensure appropriate representation of online students within the work of the SU executive;
* liaise regularly with the online programmes’ student representatives;
* maintain regular contact with the Students’ Union President and Student Participation Co-ordinator on issues pertinent to online students and on issues relating to the College's online facilities;
* attend the relevant School Board (which normally meets two or three times a year).

Shared responsibilities:

* be in regular communication with all of the College’s other Students’ Union postholders so as to ensure that online students are considered in all relevant aspects of the Students’ Union work;
* participate online as appropriate in the work of the Executive Officers’ Committee meetings;
* be responsible for writing a report for the AGM of their activities of the year;
* be aware and responsive to the needs of all of the College's students, including those on on-campus, off-campus, online, undergraduate and postgraduate programmes of study.