

### 3. Officers

#### Executive Committee

- 3.1 There shall be an Executive Committee consisting of the Full-Time Officers and Part-time Officers. This Committee, and the elected officers within it are held to account by Student Council.

#### Sabbatical Officers

- 3.2 There shall be three full time and one part time Sabbatical Officers as defined in the University of Northampton Students' Union Constitution:
- 3.2.1 President
  - 3.2.2 Vice President (Welfare and Activities)
  - 3.2.3 Vice President (Education)
  - 3.2.4 Vice President (Postgraduate Research)
- 3.3 Sabbatical officers shall hold office for a 12 month period from 1<sup>st</sup> July-30<sup>th</sup> June.
- 3.4 Sabbatical Officers are expected to work to the guidelines set out in the their Job Description.
- 3.5 Sabbatical Officers can only serve the maximum time in office as permitted by the Education Act (1994), or any subsequent amending laws.
- 3.6 Sabbatical Officer Job Descriptions are outlined in the appendices of this Bye-Law.

#### Part-time Officers

- 3.7 Part-time officers shall hold office for a 12 month period from 1<sup>st</sup> April-31<sup>st</sup> March, except for the Postgraduate Students' Officer, which will run from 1<sup>st</sup> November- 31<sup>st</sup> October.
- 3.8 There shall be 11 Part-time Executive Officers:
- 3.8.1 Sports Officer
  - 3.8.2 Societies Officer
  - 3.8.3 Black and Minority Ethnic (BME) Students' Officer
  - 3.8.4 Disabled Students' Officer
  - 3.8.5 International Students' Officer
  - 3.8.6 Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Students' Officer
  - 3.8.7 Postgraduate Students' Officer (Taught)
  - 3.8.8 Women's Officer
  - 3.8.9 Changemaker Officer
  - 3.8.10 Postgraduate Students' Officer (Research)
  - 3.8.11 European Union Students' Officer
- 3.9 To create a new Part Time Officer role the following process must be followed:
- 3.9.1 An unrepresented group must be identified
  - 3.9.2 A petition for a new role, containing the signatures of 50 members and a role description must be developed and presented to the Chair of Student Council

- 3.9.3 Student Council then take a vote on whether they accept the role, a simple majority is required.
- 3.9.4 At this stage the role will be a non-executive position, with the role sitting on Executive Committee and reporting to Student Council, but without voting rights at either meeting.
- 3.9.5 The role will be a non-executive position until the bye-law amendment has been fully approved by Trustees and University Board of Governors.
- 3.10 A Part Time Officer position can be automatically removed if the following criteria are met:
  - 3.10.1 There have been no members in post for two consecutive terms
  - 3.10.1 A proposal is submitted to Student Council by Executive Committee to support the removal of the position, passed by a majority vote.
- 3.11 Part Time Officer Job Descriptions are outlined in the appendices of this Bye-Law.

### **Changing Officer Job Descriptions**

- 3.12 An officer may appeal to change their job description by following the process outlined:
  - 3.12.1 Submit an appeal in writing to the Chair of the Trustee Board's Human Resources Sub Committee if they feel that any amendments agreed by Council are considered unreasonable.
  - 3.12.2 The Trustee Board's Human Resource Sub Committee will hear the appeal at the earliest available opportunity.
  - 3.12.3 The board may invite written or face-to-face statements from those involved (proposer, Secunder, Officer, other relevant parties).
  - 3.12.4 The board will make a decision as to whether they feel that the amendment is reasonable.
  - 3.12.5 This decision will be communicated to the next Student Council in writing via the Student Council Chair.
- 3.13 Job descriptions should be reviewed annually by outgoing and incoming Officers, with any proposed amendments submitted to Student Council in term 3.

## APPENDIX A

### 3.2.1 President

1. Manifesto
  - 1.1 To deliver promises and pledges made to the student body during the election process where achievable.
  
2. Leadership
  - 2.1 Lead the team of elected officers and support them in fulfilling their aims and Students' Union objectives.
  - 2.2 Chair the Students' Union Trustee Board and be the principle representative of the Students' Union to external organisations and partners.
  - 2.3 Take responsibility for financial management of the Students' Union.
  - 2.4 Chair the Executive Committee and be the representative of the Executive Committee.
  - 2.5 Be one of the Students' Union's representatives on the University of Northampton's Board of Governors.
  - 2.6 To promote Changemaker to students within the University and local community.
  
3. Representation
  - 3.1 Be the principal representative of the Students' Union to all parties, articulating the student voice to committees, University and to external organisations and partners.
  - 3.2 Act as a critical friend of the University in delivering the opinion of the student body.
  - 3.3 Take responsibility for implementing and changing Union policy.
  - 3.4 Be responsible for all external media interactions in consultation with Students' Union Marketing and Communication Team, including facilitating Students' Union press releases.
  - 3.5 To attend National Union of Students national conference as the lead delegate, whilst affiliated to National Union of Students.
  
4. Development
  - 4.1 To represent students on all student activities related matters.
  - 4.2 To work in conjunction with the Changemaker Hub to run campaigns on employability, internships, development and skills.
  - 4.3 To run campaigns on student activities and to assist in campaigns that other Officers may be running.
  - 4.4 Has key oversight over the Students' Union's commercial activity and communications.
  - 4.5 Ensures Students' Union services are relevant and responsive to Student needs.
  
5. Student Experience
  - 5.1 Engage with different demographics within the student body to influence decisions made by University of Northampton Students' Union.

6. To Contribute to the Overall Effectiveness of the Students' Union
  - 6.1 Attending all meetings and training events as required. Providing reports where requested.
  - 6.2 To submit a weekly blog detailing external meetings where appropriate, during term time.
  - 6.3 Ensuring that statutory and legal obligations are met.
  - 6.4 Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
  - 6.5 Promoting the Students' Union's various current policies within your work
  - 6.6 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 6.7 Be clean, tidy, and professional in appearance, as needs appropriate.
  - 6.8 Working with the team, to provide mutual support, and ensure a full service is maintained at all times, providing cover as necessary.
  - 6.9 Be flexible in your approach to work, able to work at any site as required, and unsocial hours as required in order to meet organisational objectives and projects.
  - 6.10 Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives and supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 6.11 Such other duties and project as may be reasonably prescribed by the Students' Union, appropriate to the grade and responsibilities of this post.
  - 6.12 It is important to know that you will be expected to participate in any training programme considered relevant to your job. The Students' Union expects all staff to participate and take ownership of their Induction, Personal Review Programmes, Departmental Staff Meetings, Training, and networking opportunities.
  - 6.13 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

### 3.2.2 Vice President (Welfare and Activities)

1. Manifesto
  - 1.1 To deliver promises and pledges made to the student body during the election process.
2. Leadership
  - 2.1 Lead the team of elected officers and support them in fulfilling their aims and Students' Union objective.
  - 2.2 Take responsibility for financial management of the Students' Union
  - 2.3 To promote Changemaker to students within the Students' Union structures
3. Representation
  - 3.1 Be the principal representative of the Students' Union to all parties, articulating the student voice to committees, University and to external organisations and partners.
  - 3.2 Act as a critical friend of the University in delivering the opinion of the student body.
  - 3.3 Take responsibility for implementing and changing Union policy.
  - 3.4 Be responsible for all external media interactions in consultation with Students' Union Marketing and Communication Team, including facilitating Students' Union press releases.
  - 3.5 Be the principle representative of the Students' Union to external organisations and partners on matters relating to Welfare.
  - 3.6 To represent students on all student welfare related matters.
4. Development
  - 4.1 To represent students on all student activities related matters.
  - 4.2 To work in conjunction with Changemaker Hub to run campaigns on employability, internships, development, and skills. To run campaigns on sport and student activities and to assist in campaigns that other Officer may be running.
  - 4.3 Has key oversight over the Students' Union's commercial activity and communications.
  - 4.4 Ensures Students' Union services are relevant and responsive to Student needs.
  - 4.5 To work with British Universities and Colleges Sport (BUCS) for the benefit of students at University of Northampton Students' Union.
  - 4.6 To represent University of Northampton Students' Union at other external sports and activities committees.
  - 4.7 To ensure the Students' Union services are relevant and responsive to student needs.
5. Student Experience
  - 5.1 To engage with different demographics and student groups within the student body to influence decisions made by the Students' Union.
6. To Contribute to the Overall Effectiveness of the Students' Union
  - 6.1 Attending all meetings and training events as required. Providing reports where requested.
  - 6.2 To submit a weekly blog detailing external meetings where appropriate, during term time.
  - 6.3 Ensuring that statutory and legal obligations are met.
  - 6.4 Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.

- 6.5 Promoting the Students' Union's various current policies within your work, contributing to the positive image of the Students' Union with students, the University, and the local community.
- 6.6 Be clean, tidy, and professional in appearance, as needs specific.
- 6.7 Working with the team, to provide mutual support, and ensure a full service is maintained at all times, providing cover as necessary.
- 6.8 Be flexible in your approach to work, able to work at any site as required, and unsocial hours as required in order to meet organisational objectives and projects.
- 6.9 Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives and supporting your own development by taking part in training opportunities as agreed by the Students' Union.
- 6.10 Such other duties and project as may be reasonably prescribed by the Students' Union, appropriate to the grade and responsibilities of this post.
- 6.11 It is important to know that you will be expected to participate in any training programme considered relevant to your job. The Students' Union expects all staff to participate and take ownership of their Induction, Personal Review Programmes, Departmental Staff Meetings, Training, and networking opportunities.
- 6.12 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to the Students' Union AGM to be voted upon.

### 3.2.3 Vice President (Education)

1. Manifesto
  - 1.1 To deliver promises and pledges made to the student body during the election process.
2. Leadership
  - 2.1 Lead the team of elected Faculty and course reps and support them in creating changes.
  - 2.2 Be the principle representative of the Students' Union to external organisations and partners on matters relating to Education.
  - 2.3 To promote Changemaker to students through the Students' Union's and Universities education structures
3. Development
  - 3.1 To represent students on all student education related matters.
  - 3.2 To work in conjunction with Changemaker Hub to run campaigns on employability, internships, development, and skills. To run campaigns on sport and student activities and to assist in campaigns that other Officer may be running.
  - 3.3 Has key oversight over the Students' Union's commercial activity and communications.
  - 3.4 Ensures Students' Union services are relevant and responsive to Student needs.
4. Representation
  - 4.1 Be the principal representative of the Students' Union to all parties, articulating the student voice to committees, University and to external organisations and partners.
  - 4.2 Act as a critical friend of the University in delivering the opinion of the student body.
  - 4.3 Take responsibility for implementing and changing Union policy.
  - 4.4 Be responsible for all external media interactions in consultation with Students' Union Marketing and Communication Team, including facilitating Students' Union press releases.
5. Education
  - 5.1 Represent student interests in academic matters.
  - 5.2 Be responsible for knowing internal and national academic issues and reaction to them, including the position of the National Union of Students (NUS).
  - 5.3 Alongside Part Time Officers and relevant Union and University Staff coordinate and lead Education Campaigns for the year.
  - 5.4 Alongside relevant Union Staff, write up the Student Written Submission AQR.
  - 5.5 Alongside School Reps and relevant Union and University Staff coordinators and lead Student Lead Teaching Awards.
  - 5.6 Alongside relevant staff, coordinate a monthly conference/meeting with course reps.
  - 5.7 Alongside relevant staff, coordinate and lead monthly meetings with Faculty Reps.

6. To Contribute to the overall effectiveness of the Students' Union
  - 6.1 Attending all meetings and training events as required. Providing reports where requested.
  - 6.2 Ensuring that statutory and legal obligations are met.
  - 6.3 Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
  - 6.4 Promoting the Students' Union's various current policies within their work
  - 6.5 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 6.6 Be clean, tidy, and professional in appearance as needs required
  - 6.7 Working with the team, to provide mutual support, and ensure a full service is maintained at all times, providing cover as necessary.
  - 6.8 Be flexible in your approach to work, able to work at any site as required, and unsocial hours as required in order to meet organisational objectives and projects.
  - 6.9 Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives and supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 6.10 Such other duties and project as may be reasonably prescribed by the Students' Union, appropriate to the grade and responsibilities of this post.
  - 6.11 It is important to know that you will be expected to participate in any training programme considered relevant to your job. The Students' Union expects all staff to participate and take ownership of their Induction, Personal Review Programmes, Departmental Staff Meetings, Training, and networking opportunities.
  - 6.12 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to the Student's Union AGM to be voted upon.



### **3.2.4 Vice President (Postgraduate Research) (part-time, paid)**

1. Manifesto
  - 1.1 To deliver promises and pledges made to the student body during the election process.
2. Leadership
  - 2.1 Be the principle representative of the Students' Union to external organisations and partners on matters relating to Postgraduate Research students.
  - 2.2 To promote Changemaker to students through the Students' Union's and the University's education structures
3. Development
  - 3.1 To represent Postgraduate Research students on all Postgraduate Research student education related matters.
  - 3.2 To work in conjunction with Changemaker Hub to run campaigns on employability, internships, development, and skills.
  - 3.3 Ensures Students' Union services are relevant and responsive to Postgraduate Research Student needs.
4. Representation
  - 4.1 Be the principal representative of the Students' Union to all parties, articulating the student voice to committees, University and to external organisations and partners on all matters regarding Postgraduate Research students.
  - 4.2 Act as a critical friend of the University in delivering the opinion of the student body.
  - 4.3 Take responsibility for implementing and changing Students' Union policy.
5. PGR
  - 5.1 Represent student interests in Postgraduate Research matters.
  - 5.2 Be responsible for knowing internal and national Postgraduate Research campaigns and reactions to them, including the position of National Union of Students.
  - 5.3 Alongside Part Time Officers and relevant Union and University Staff coordinate and lead Postgraduate Research Campaigns for the year.
6. To Contribute to the overall effectiveness of the Students' Union
  - 6.1 Attending all meetings and training events as required. Providing reports where requested.
  - 6.2 Ensuring that statutory and legal obligations are met.
  - 6.3 Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
  - 6.4 Promoting the Students' Union's various current policies within their work
  - 6.5 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 6.6 Be clean, tidy, and professional in appearance as needs required.
  - 6.7 Working with the team, to provide mutual support, and ensure a full service is maintained at all times, providing cover as necessary.
  - 6.8 Be flexible in your approach to work, able to work at any site as required, and unsocial hours as required in order to meet organisational objectives and projects.
  - 6.9 Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives and supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 6.10 Such other duties and project as may be reasonably prescribed by the Students' Union, appropriate to the grade and responsibilities of this post.

- 6.11 It is important to know that you will be expected to participate in any training programme considered relevant to your job. The Students' Union expects all staff to participate and take ownership of their Induction, Personal Review Programmes, Departmental Staff Meetings, Training, and networking opportunities.
- 6.12 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

## Part Time Officers

### 3.8.1 Sports Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead members of the Athletic Union and all students participating in Students' Union sports and fitness activities.
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of Athletic Union members.
  
3. To Represent Students Participating in Sport
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to sport to all parties, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to students participating in sport.
  - 3.4 To represent the views of students participating in sport on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
    - 3.4.3 AU Committee
    - 3.4.4 Allocations Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
  
4. To Contribute to the Overall Effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

### 3.8.2 Societies Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead members of the Societies Committee and all students participating in Students' Union Societies.
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of Students' Union Society members.
  
3. To Represent Students Participating in Societies
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to Societies to all parties, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to students participating in Societies.
  - 3.4 To represent the views of students participating in Societies on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
    - 3.4.3 Societies Committee
    - 3.4.4 Allocations Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
  
4. To Contribute to the Overall effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

### 3.8.3 Black and Minority Ethnic (BME) Students' Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead BME Students.
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of BME Students at the University of Northampton.
  - 2.4 To be involved in the Students' Unions work surrounding Black History Month
  
3. To represent BME Students
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to BME Students, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to BME Students.
  - 3.4 To represent the views of BME Students on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
    - 3.5.4 Inclusive Student Experience Group
  
4. To Contribute to the Overall effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

### 3.8.4 Disabled Students Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.2 To campaign for change on areas that will enhance the Students' Union's entertainments provision and the Student Body's enjoyment of this provision.
  
3. To Represent Disabled Students
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to disabled students, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to Disabled Students.
  - 3.4 To represent the views of Disabled Students on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
    - 3.5.4 Inclusive Student Experience Group
  
4. To Contribute to the Overall effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

### 3.8.5 International Students Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead International Students.
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of International Students at the University of Northampton.
  
3. To Represent International Students
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to International Students, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to International Students.
  - 3.4 To represent the views of International Students on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
    - 3.5.4 Inclusive Student Experience Group
  
4. To Contribute to the Overall Effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

### 3.8.6 Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Students' Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead LGBTQ Students.
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of LGBTQ Students at the University of Northampton.
  
3. To Represent LGBTQ Students
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to LGBTQ Students, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to LGBTQ Students.
  - 3.4 To represent the views of LGBTQ Students on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
    - 3.5.4 Inclusive Student Experience Group
  
4. To Contribute to the Overall Effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.



### 3.8.7 Post Graduate Students' Officer (Taught)

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead Postgraduate Students (Taught).
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of Postgraduate Students (Taught) at the University of Northampton.
  
3. To Represent Postgraduate Students (Taught)
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to Postgraduate Students (Taught), articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to Postgraduate Students (Taught).
  - 3.4 To represent the views of Postgraduate Students (Taught) on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
    - 3.5.4 Inclusive Student Experience Group
  
4. To Contribute to the Overall Effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to Student Council to be voted upon.

### 3.8.8 Women's Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead people who identify as women.
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of women at the University of Northampton.
  
3. To Represent Self-Defined Women
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to women, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to women.
  - 3.4 To represent the views of women on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
    - 3.5.4 Inclusive Student Experience Group
  
4. To Contribute to the Overall Effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

### 3.8.9 Changemaker Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead members of the Volunteering and Social Enterprise Committee and all students participating in Students' Union Changemaker activities.
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of Volunteering and Social Enterprise Committee members.
  - 2.4 To work proactively and collaboratively with the Changemaker Hub.
  - 2.5 Responsible for positive relationships between the Changemaker Hub and the Students' Union.
  
3. To Represent Students Participating in Changemaker activities
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to Changemaker to all parties, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to students participating in Changemaker activities.
  - 3.4 To represent the views of students participating in Changemaker activities on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
    - 3.4.3 VSEC
    - 3.4.4 University Changemaker Core Group
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
  
4. To Contribute to the Overall Effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union, including Changemaker training with the Changemaker Hub.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to the University of Northampton Students' Union AGM to be voted upon.

### 3.8.10 Post Graduate Students' Officer (Research)

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead Postgraduate Students (Research).
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of Postgraduate Students (Research) at the University of Northampton.
  
3. To Represent Postgraduate Students (Research)
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to Postgraduate Students (Research), articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to Postgraduate Students (Research).
  - 3.4 To represent the views of Postgraduate Students (Research) on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
    - 3.5.4 Inclusive Student Experience Group
  
4. To Contribute to the Overall Effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to Student Council to be voted upon.

### 3.8.11 European Union Students Officer

1. Manifesto
  - 1.1 To deliver pledges made to the Student Body during the election process in your manifesto and in response to questions posed at Question Time debates.
  - 1.2 To work with the Sabbatical Officers and Students' Union Staff in creating an action plan for the year based on these pledges to the Student Body and reporting on progress against this plan to Student Council.
  
2. To Lead the Student Body
  - 2.1 To lead European Union Students.
  - 2.2 To gather student views, opinion, and feedback through GOATing, GOALing, surveying and data collection activities.
  - 2.3 To campaign for change on areas to the betterment of European Students at the University of Northampton.
  
3. To Represent European Union Students
  - 3.1 To be the principal representative of the Students' Union to all parties on matters relating to European Union Students, articulating the student voice to committees, the University, external organisations and partners.
  - 3.2 To act as a critical friend to the University in delivering the opinion of the Student Body.
  - 3.3 To take responsibility for creating, implementing and changing Union policy in relation to its application to European Union Students.
  - 3.4 To represent the views of European Union Students on the following Students' Union committees and meetings:
    - 3.4.1 Student Council
    - 3.4.2 Executive Committee
  - 3.5 To contribute feedback to the Sabbatical Officers to be incorporated into Students' Union responses on the following University committees:
    - 3.5.1 Board of Governors
    - 3.5.2 Student Experience Committee
    - 3.5.3 Operational Student Experience Working Group
    - 3.5.4 Inclusive Student Experience Group
  
4. To Contribute to the Overall Effectiveness of the Students' Union
  - 4.1 Attending all meetings and training events as required. Providing reports where requested.
  - 4.2 Ensuring that statutory and legal obligations are met.
  - 4.3 Promoting the Students' Union's various policies within your work, in particular Health and Safety, Equality and Diversity and Ethical and Environmental.
  - 4.4 Contributing to the positive image of the Students' Union with students, the University, and the local community.
  - 4.5 Be flexible in your approach to your role.
  - 4.6 Supporting your own development by taking part in training opportunities as agreed by the Students' Union.
  - 4.7 The job description may be altered in the future but only in full consultation with the post holder (if role is filled) and with any proposed amendments brought to University of Northampton Students' Union AGM to be voted upon.

### 3. Officers Bye Law

Date of this revision: 30 January 2020

Date of next revision: 30 September 2021

Revision date	Previous revision date	Summary of Changes	Changes marked
05/07/2017	May 2015	<p>Addition/Inclusion of Appendices in the Bye Law</p> <p>3.12 New Paragraph – Changing Officer Job descriptions</p> <p>3.8 Addition of Changemaker Role</p> <p>Appendices – Addition of Changemaker Job Description</p> <p>Change LGBTQ Officer Title from Lesbian, Gay, Bisexual, Transexual, Queer (LGBTQ) to Lesbian, Gay, Bisexual, <i>Transgender</i>, Queer (LGBTQ)</p> <p>Added Revision Tracking Page</p>	
30/01/2018	05/07/2017	<p>Add 3.13 Job descriptions review and Officers Job Descriptions at Appendix A. Add 3.8.13 Role Changemake Officer and add Job description to Appendix at 3.8.13. Change title of LGBTQ Officer.</p> <p>As approved Board of Trustees on 22/06/17</p>	
01/02/2018	30/01/2018	<p>As agreed by Trustees on 15/12/17</p> <p>Add: New Sabbatical Officer Role at 3.2.5 and job Description in Appendix A.</p> <p>Split 3.8.11 Postgraduate Student’s Officer into two roles 1 x Taught and 1 x Research. Amend Job description to include Taught at 3.8.11 and add new Job description at 3.8.14 for Postgraduate Students’ Officer (Research)</p>	
09/04/2018	01/02/2018	<p>As agreed by Trustees on 29/03/18</p> <p>Add European Union Students’ Officer at 3.8.15 and add to Appendix at page 39.</p>	

06/12/18	09/04/18	<p>As approved by trustees on 29/11/18:</p> <p>Add: New Sabbatical Officer Role (VP BME) at 3.2.4 and job Description in Appendix A.</p>	
06/11/18	09/04/2018	<p><b>Update SU Logo</b></p>	
30/01/20	06/11/2018	<p><b>As approved at Board of Trustees Meeting 30/01/20</b></p> <p><b>Summary:</b></p> <ul style="list-style-type: none"> <li>• Reduce number of full-time sabbatical officers from five to three;</li> <li>• Merge the roles of VP Union Development and VP Welfare;</li> <li>• Remove the role of VP BME;</li> <li>• Introduce part-time sabbatical officer position for Postgraduate Research;</li> <li>• Change number of Part time Officers from 14 to 11</li> </ul> <p><b>3.2</b> Change to three full time and 1 part-time sabbatical officer</p> <p><b>3.2.2</b> Change role title to VP Welfare and Activities</p> <p><b>3.3.4</b> Remove VP BME role and Add VP Postgraduate Research</p> <p><b>3.8</b> Change 14 to 11 part time executive officers. Remove:</p> <p>3.8.5 Entertainments Officer 3.8.6 Ethics and Environment Officer 3.8.9 Mature Students' Officer 3.8.10 Moulton College Officer.</p> <p><b>Appendix A</b> <b>Role Descriptions</b></p> <p><b>3.2.2</b> Change title to VP Welfare and Activities</p> <p><b>3.5</b> Add statement regarding external partners and welfare</p> <p><b>3.6</b> Add statement regarding representation on all student welfare related matters</p> <p><b>4.7</b> Add statement to ensure SU services are relevant and responsive.</p>	

		<p><b>3.2.3</b> Add Role of VP Postgraduate Research and Job Description in full.</p> <p><b>Remove Role Descriptions for:</b>          VP Welfare          VP BME          Entertainments Officer          Ethics and Environment Officer          Mature Students' Officer          Moulton College Officer.</p> <p><b>Change revision date to fit with Revision status of the Students' Union Constitution</b></p>	
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Name	Email Address	Title	Date of Issue	Version
K Macintyre	Kate.macintyre@northampton.ac.uk	Governance Administrator	30/01/2020	9