



GCU Students' Association

Student Elections 2015

Role Descriptions – Full Time Officers

The Full Time Officer Elections will elect four candidates to be the 2015-16 Executive Committee of the Students' Association.

The candidate who comes first in the election will be offered the role of Student President. Should they decline, this role will pass to the second placed candidate and so on. All other elected candidates will become Vice Presidents with responsibility for a particular academic school. Other areas of responsibility across all four roles will be formally agreed at the first meeting of the Executive Committee.

All Full Time Officers are members of the **Executive Committee** and of the **Trustee Board**. As such, they also have all of the responsibilities shared by members of those groups. The Student President is the chair of the Executive Committee and the Trustee Board.

The Full Time Officer role is a **full time** position and is therefore paid an annual salary. The current annual salary is £16,353

Student President

The Student President is the figurehead of the Students' Association. The Student President is responsible for making sure that the Executive Committee is carrying out its duties and that agreed policies are acted upon. The Student President is the main link between the Students' Association and Glasgow Caledonian University, the Executive Committee and the Trustee Board, and the Executive Committee and staff, via the Chief Executive.

Remit:

1. To ensure the effective and legitimate representation of GCU, GCU New York and GCU London students to the University, NUS and other external bodies.
2. To ensure the current and future needs of GCU students are met through a balance of representative work and market research and having ultimate responsibility for putting forward the democratically decided views and policies of the Students' Association.
3. To ensure that the Students' Association remains membership focused, is outcome focused and makes a positive difference to the lives of its members. The Student President is the Executive Committee lead on the Quality Student Unions accreditation.
4. To ensure the Students' Association has strong connections with our members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association, including in the Students' Association Annual Student Survey.
5. To act as the official spokesperson of GCU Students' Association to the media and other external organisations. Has overall responsibility for the Students' Association Communications and Marketing Strategy.



6. To co-ordinate the work of the Executive Committee and makes sure that they carry out their duties and that they are fully consulted about decisions that need to be made.
7. To work with the Chief Executive on the implementation of the strategic and operational plans, priorities and needs and on the implementation of the decisions made by the Executive Committee.
8. Ensures that delegates to NUS Conferences are aware of Students' Association policies and is automatically elected as a delegate and made delegation leader for NUS & NUS Scotland events where the NUS constitution makes allowances to appoint ex-officio delegate(s).
9. The Student President will have delegated responsibility for policy areas, as determined by the Executive Committee.
10. The Student President will Chair and be a member of committees, as determined by the Executive Committee.
11. By virtue of being elected to this office, the Student President is a trustee of the Students' Association and sits on the Trustee Board.
12. This is a full time position and will be remunerated accordingly.

Vice President

Each Vice President is responsible for ensuring that GCU students have an outstanding Student Experience in their designated academic school

Remit:

1. To ensure the effective and legitimate representation of GCU students to the university and externally on their student learning experience. This will involve ensuring a strong and effective representation structure is in place and that students are engaged in the GCU Quality Assurance and Enhancement processes. This will also include the effective representation of part time student, postgraduate (taught and research) students, articulation and mature students.
2. To ensure the current and future needs of GCU students are met through a balance of representative work and market research and have responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running education campaigns where students needs have been identified.
3. To ensure that the Students' Association remains membership focused, is outcome focused and makes a positive difference to the lives of its members.
4. To ensure the Students' Association has strong connections with our members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
5. Each Vice President will have delegated responsibility for policy areas, as determined by the Executive Committee.
6. Each Vice President will Chair and be a member of committees, as determined by the Executive Committee. .
7. To deputise for the Student President when required or requested.
8. By virtue of being elected to this office, each Vice President is a trustee of the Students' Association and sits on the Trustee Board.
9. This is a full time position and will be remunerated accordingly.



The duties of all members of the Executive Committee are as follows:

1. The Executive Committee are responsible for ensuring the views of GCU students are effectively represented at Glasgow Caledonian University, within the National Union of Students, other affiliated bodies and externally and that the Students' Association makes a positive difference to the lives of GCU students.
Members of the Executive Committee take a year out either during or at the end of their university programme to undertake this full time role. They are remunerated accordingly, and this remuneration is presented for information at the fourth meeting of Student Voice each year.
2. The composition of the Executive Committee shall be made up:
 - a) Student President
 - b) Vice President (x3)The Chief Executive and Clerk will be in attendance.
3. The term of office for the Executive Committee is the first Monday in the third week in June until the last Friday in second week in June annually. The roles of Student President and the academic school each Vice President will lead on will be decided at the first Executive Committee of the academic year, along with portfolio areas. The Student President role will always be offered to the candidate with the most votes unless they refuse. In which case it would then be offered to the candidate with the second highest number of votes and so forth.
4. The Executive Committee will normally meet every two weeks but at least four times during Trimester 1, 2 and 3.
5. The Executive Committee should be effective leaders of the Students' Association and ensure that the Students' Association meets its Mission, Vision and Values and Strategic Plan and that the student experience is enhanced at GCU.
6. The Executive Committee should communicate outcomes to relevant stakeholders and to be accountable to GCU students for decisions made.
7. The Executive Committee are collectively responsible for Community Engagement and for successful partnership working within the Glasgow Student Forum.
8. The Executive Committee will set objectives for each member and the team collectively each trimester and these will be approved by Student Voice. The objectives should be influenced by the Executive Committee members' manifesto commitments.
9. The Executive Committee should carry out duties in accordance with Students' Association policy and procedures, ensuring adherence to the staff student protocol and equality and diversity policy.
10. For the month of June the Executive Committee elect will be invited to attend the Executive Committee meetings as observers.
11. The Executive Committee are responsible for reviewing engagement within NUS and working to ensure that the views of GCU students are represented at NUS democratic events, such as through motions and amendments and involvement in NUS campaigns.
12. The Chief Executive will work with the Executive Committee to ensure a suitable induction, training and on-going support is in place for officers.



The duties of all members of the Trustee Board are as follows:

1. Has ultimate responsibility for setting the strategic direction of the Students' Association, ensuring it is solvent, well-run, meets its mission, vision and values and delivers its charitable purposes
2. Must ensure that the Students' Association complies with its Constitution, the Education Act 1994, University Code of Practice and relevant charity law.
3. Must maintain and regularly review the Students' Association internal controls, performance reporting, policies and procedures
4. Must act prudently to protect the assets and property of the Students' Association, and ensure that they are only used to deliver the purposes of the charity
5. Must regularly review the risks to which the Students' Association is subject, and take action to mitigate risks identified
6. Must uphold and apply the principles of equality and diversity, and that the Students' Association is fair and open to all sections of the membership in all its activities

If you have any further questions about the role of the Full Time Officers please contact the Deputy Returning Officer, Kevin Ward, at [**elections@GCUstudents.co.uk**](mailto:elections@GCUstudents.co.uk).