



London Officer Role Description

This document sets out the requirements of a student elected into the role of London Officer. In return for meeting these requirements, the London Officer will receive an honorarium payment of £150 at the end of trimester 1, a second payment of £150 at the end of trimester 2 and a third payment of £150 at the end of trimester 3.

The London Officer is there to represent the views of students at GCU London within meetings of the London Campus Board and other committees as appropriate. The London Officer also has a responsibility to gather student feedback before meetings and to report back to the Students' Association throughout the year.

Responsibilities:

- Attendance at London Campus Board meetings (approximately four a year)
- Attendance at other School meetings as required
- Attendance at London Student Council (approximately four a year)
- Invited to attend Student Voice (approximately four a year)
- Written reports submitted to Students' Association Coordinator (one for each trimester). Reports should include details of how these responsibilities are being met.
- Meetings and email communications with Class Representatives

Remit:

- To ensure the effective and legitimate representation of GCU London students to the University.
- To ensure the current and future needs of GCU London students are met through a balance of representative work and market research; having ultimate responsibility for putting forward the democratically decided views and policies of the Students' Association.
- To ensure the Students' Association: has strong connections with our members, establishes new methods to encourage participation and encourages overall high student satisfaction with the Students' Association, including in the Students' Association Annual Student Survey.
- To ensure that the Students' Association remains membership focused.
- 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 all students at GCU London

The Students' Association recognises that your studies must come first. As such if you are unable to attend any of the required meetings then this is acceptable so long as apologies are submitted in advance. Failure to submit apologies in advance will be viewed as a non-attendance of a meeting.

If your timetable is such that you are missing a significant number of meetings, then this should be discussed with the Student Engagement Co-ordinator supporting the London Officer role as it may be possible to arrange for substitutes or reorganise some meeting dates.

The term of office for London Officer will run from when they are appointed until the end of trimester 3.