

SU President

All SU Officers

SU Officers share the following responsibilities with the independent and co-opted trustees:

- Ensuring the SU has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the SU and for its behaviour
- Ensuring the SU complies with all legal and regulatory requirements
- Acting as guardians of SU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that the SU's governance is of the highest possible standard ¹

However, the SU Officers, as Trustees elected by the Members of the SU, are also charged with ensuring that the views of the student body are researched and represented. All Officers also actively work to promote the values of democracy, diversity and equality of opportunity as well as ethical and environmental values amongst the student population.

SU President

The SU President is the figurehead of the Students' Union. He or she will lead the Officer team, helping and organising the efforts of each individual sabbatical and ensuring that the work on major student issues is done. The SU President is responsible for coordinating communication alongside the SU marketing team and, tying into this, working with student media. Representing students is the role of any Officer, and the President is no exception, focusing on the headline issues of the time. The SU President is also responsible for governance and democracy within the Union, and takes a lead on matters of day-to-day finance.

Portfolio responsibilities

Key Accountability	Performance Indicator
<i>General SU Officer Responsibilities</i>	
Ensure that the Membership's views are researched and represented.	High satisfaction levels from membership and low levels of complaints.
Ensure the SU's representational goals are effectively formulated and progressed and that representational and political issues are regularly reviewed by the SU Officer team	Actions and impacts regularly updated against the plan. High satisfaction levels from membership

¹ The SU's Bye-Law 6, Trustee Roles and Responsibilities

Key Accountability	Performance Indicator
Ensure efficient and effective communication takes place between SU Officers and all areas of the SU	<p>General awareness of SU activities amongst staff and SU Officers.</p> <p>Positive relationship between SU Officers, staff and the Membership</p>
Ensure that the SU's Values are communicated and promoted throughout the SU and its Membership	<p>Membership and all staff respected and have respect for others.</p> <p>Values of the SU are understood, respected, promoted and are reflected in the behaviour of SU Officers, staff and the Membership</p>
Support effective representation at faculty level through attending meetings for the relevant faculty and liaising with the Education Officer and faculty reps	Awareness of faculty specific issues. Routine attendance at relevant committees (BoS, FLTQC)
Providing individual student support/representation in disciplinary and academic appeal processes, working with the Education and Community Officers as appropriate	Positive feedback from Members
Uphold, develop and maintain Ethical and Environmental standards in the SU	High ethical and environmental standards
<i>Role Specific</i>	
Co-ordinate the SU Officer team	<p>Regular appraisals and constructive feedback on team effectiveness.</p> <p>Team adheres to SU Officer Standards</p>
Monitor issues on a University, local and national scale which may affect Members	Good knowledge of current issues
Ensure that SU rules and standards of behaviour are adhered to, particularly with respect to the SU's Equality & Diversity and Safe Space policies.	Disciplinary procedures and timescales followed
Ensure the SU Officer team are accountable, that the views of the Membership are well researched and that SU Members are regularly engaged with by leading and developing the Student Engagement Strategy	<p>High numbers of students engaged with on a regular basis.</p> <p>Strategy is regularly updated</p>
Effectively chair the Board of Trustees	Trustee Board has regular, effective meetings
Convene and chair Student Forums	A minimum of 2 Student Forums are held per year

Key Accountability	Performance Indicator
Develop the SU Strategic Plan in conjunction with the Chief Executive for ratification by the BoT	Strategic Plan regularly reviewed and updated twice a year
Work with the Chief Executive to ensure the sustainability of the SU's finances and the development of the SU's financial strategic planning for ratification by the Board of Trustees	Representation of the SU at the University Finance Committee. Finance plan regularly reviewed and updated twice a year and approved by Board of Trustees
Take a lead on strategic SU campaigns that are relevant to the Members	Good uptake and reception of campaigns from the Members with high levels of involvement
Ensure SU Members are represented on a national scale by co-ordinating dealings with the NUS and that the SU is involved in national campaigns	The SU represented at all key national student events. SU involved in NUS campaigns and projects
Positively promote the work and objectives of the SU by acting as the figurehead in dealings with the public	Positive profile in local, national and international media
Attend appropriate University committees, supporting the Education Officer when necessary	High attendance levels Awareness of relevant issues with ability to comment and campaign when required
Work with the Marketing Manager to ensure relevant press releases are published and Members are well informed. Ensure policy changes are communicated to the membership	Positive feedback from press releases Released stories used in local and national media. Members aware of key strategic issues. Regular updates through Students' Union media with regards to any changes made to policies.
Work with the Marketing Manager to develop communication and transparency throughout the SU and the continual development of the SU's website.	Communications strategy regularly reviewed and updated twice a year. Good levels of understanding from the Members. Ensure regular communication from the SU Officers through a variety of media. Positive feedback from website users Site content relevant and useful to the Members.
Seek advice from the Postgraduate Officer to develop postgraduate specific opportunities and ensure Postgraduates are easily able to join and participate in the Media and Politics & Activism groups	High levels of postgraduate student involvement and satisfaction

Key Accountability	Performance Indicator
<p>Support the Politics & Activism Exec and individual groups and encourage them to develop themselves. Work with the Executive Support & Facilities Manager to ensure development of these groups.</p>	<p>High levels of involvement and satisfaction. Ensure the P&A area update their area development plans annually in April/May.</p>
<p>Support Student Media and encourage them to develop themselves. Work with the Marketing & Promotions Co-ordinator to ensure development of these areas.</p>	<p>Ensure Student Media update their area development plans annually in April/May</p>
<p>Support the Student Media Executive to ensure the development of the area</p>	<p>Student Media strategic plan regularly reviewed and updated twice a year – once in August/September and again in February/March</p>
<p>Responsible for co-ordinating the proof reading and feedback section of impact and ensuring the Student Media Groups act within the law.</p>	<p>Proof reading and feedback takes place on time. No legal problems arising from Student Media Group</p>
<p>Work constructively with Student Media and Marketing Manager to ensure effective and efficient publicity of SU activities & Campaigns</p>	<p>Positive promotion of SU activities and campaigns. Positive reception from the Membership Members are aware of key strategic issues</p>