

10. Student Union Officers

This Bye-law outlines the roles and responsibilities for the Elected Students Union Officers. The descriptions are not exhaustive and should be kept under review

10.1. Responsibilities of All Officers

All Officers will

- 10.1.1. Abide by the RVCSU Constitution, Bye-laws and the RVC Charter.
- 10.1.2. Represent students from across the RVC as well as any specific student group as outlined in their role.
- 10.1.3. Attend all RVCSU meetings they are members of (membership either being specified in the Constitution, these bye-laws or nominated), or to give timely apologies if not available.
- 10.1.4. Liaise closely with the Council, making reports where necessary to Council and Trustees.
- 10.1.5. Gather student views and use evidence to support representational activities.
- 10.1.6. Work collaboratively with their fellow officers and the RVCSU staff as part of an effective team to deliver the Strategic and Operational Goals of the Union.
- 10.1.7. Meet with the relevant staff within the College to further the aims and objectives of the Union.
- 10.1.8. Have read all the Union documents and assist the Union in enforcing their content, including but not limited to the Constitution and Bye-laws.
- 10.1.9. Be the owner of their specific RVCSU Officer Email Account and ensure emails are responded to quickly and effectively.
- 10.1.10. Work collaboratively with officers and SU staff to deliver RVCSU events such as Freshers Fairs and Varsity.
- 10.1.11. Work within the remit of their role description. Before undertaking any work which comes under another officer's remit, they should liaise with that officer first.
- 10.1.12. Be available and prepare documents for a comprehensive handover to their successor including;
 - 10.1.12.1. Handover of notes and plans for any ongoing campaigning work,
 - 10.1.12.2. Handover of any ongoing student casework (subject to permission of the subject and other confidentiality considerations),
 - 10.1.12.3. Be available for meetings to train their successor on aspects of the role and to answer any questions about ongoing work.
- 10.1.13. As a benefit for carrying out their role all elected officers of the Students' Union will receive free tickets to Freshers Events. Throughout the year, elected officers of the Students' Union may receive discounts on Students' Union organised events at the discretion of the organising committee and/or Trustee Board.
- 10.1.14. Make sure events are accessible to students on both campuses where possible, for example considering hosting the event at both campuses or provide video links between campuses where appropriate.

10.2. President

The President Shall:

- 10.2.1. Be the primary representative of the Union and Chair to the Board of Trustees.
- 10.2.2. Be the voice of the Union to all media both internally and externally.

- 10.2.3. Be the prime representative of the Union to liaise with the College over any matters affecting students and Union staff.
- 10.2.4. Attend College meetings, including but not limited to College Council, Academic Board and Teaching and Learning Committee, and report back to the Union.
- 10.2.5. Ensure that there is a comprehensive handover from one officer / trustee team to the following year's team.
- 10.2.6. With the VP Representation and Communications, SU Administrative Staff, General Manager and College Academic Team to ensure good student representation across the College committees.
- 10.2.7. Compile a report on their activities for consideration at the Students' Union Council.
- 10.2.8. Alongside the General Manager and staff team maintain all legal documentation relating to the Union, including but not limited to the Constitution, the Regulations and the Student Union Code of Conduct, Financial Records and all legal advice.
- 10.2.9. Call General Meetings, Trustee Boards and Council meetings in accordance with the constitution.
- 10.2.10. Arrange training and strategic planning for all officers of the Union after elections.
- 10.2.11. Ensure decisions of General Meetings, Trustees and Council are implemented, where they are in line with Charity or other laws and are practicable. To make a judgement on *Ultra Vires* where necessary.
- 10.2.12. With the other officers, take overall responsibility for campaigns run through the year.
- 10.2.13. Maintain good relationships with relevant external bodies including but not limited to, NUS, NUS London, SAVMA, IVSA, AVS, RCVS, BVA.
- 10.2.14. Be the main conduit between the trustees and the General Manager and through them the SU staff team.
- 10.2.15. Work with the General Manager to ensure the Officers and Trustees are fulfilling their job roles effectively.
- 10.2.16. Lead on delivering the Students' Union Strategic and Operational Plans, ensuring the plans stay relevant and SMART.
- 10.2.17. Deputise to the Vice Presidents where appropriate.

10.3. Deputy President

The Deputy President will be chosen from the Senior (VP) Officers by Council, and the duties will be carried out where necessary in conjunction with their officer roles. The Deputy President will

- 10.3.1. Assist the President in the day-to-day running of the Union.
- 10.3.2. In the absence of the President due to ill health, other commitments, etc. act in accordance with the President Role Description 10.2.

10.4. Vice President Activities

The Vice President Shall:

- 10.4.1. Be responsible for encouraging the formation, and success of societies and sports teams within the Union.
- 10.4.2. Be responsible with the General Manager and SU Staff to organise the Annual Freshers Fair and other events relating to societies.
- 10.4.3. Be the main point of contact with the British Universities and Colleges Sport (BUCS), LUSL and

seek Sport Development opportunities from National Bodies.

- 10.4.4. Be responsible for preparing an up-to-date list of the active societies and publicising this on the website and noticeboards. They shall also be responsible for the Sports and Societies area of the website and promoting its use.
- 10.4.5. Oversee the Union's events publicity policy and ensure Union events are publicised on the Union website, other digital platforms and, where appropriate, via printed publications.
- 10.4.6. Along with the VP Treasurer, President and the SU General Manager shall allocate budgets to all applying Clubs and Societies ensuring they are within the bounds of the overall Union budget and to be ratified at the Union's AGM.
- 10.4.7. In conjunction with the VP Treasurer ensure that clubs and societies are spending their funds according to the stated aims of the Union and in the interests of each society's members.
- 10.4.8. Be responsible for ensuring that societies are aware of the regulations pertaining to the running of societies and that they abide by them.
- 10.4.9. Be responsible for ensuring that all sports and societies have adequate training and information about health and safety issues and abide by policies set.
- 10.4.10. Be responsible for promoting and monitoring equality, diversity and inclusivity within sports societies and extracurricular student activities.
- 10.4.11. Along with the Entertainment Officers be responsible for organising the Union's entertainments both in and outside of the University and they shall jointly be responsible to present budgets prior to this to Council for approval on all major events.
- 10.4.12. Ensure that any fundraising on campus by societies follows the Finance Bye-laws, and charity law.

10.5. Vice President Representation and Communications

The Vice President Shall:

- 10.5.1. Be a member of College committees such as Teaching Quality Committee, College Services Forum, etc. as agreed by the Union Council.
- 10.5.2. Be responsible for the running of the student representation system in collaboration with the appropriate College staff (RVCSU Course Reps), in liaison with the RVCSU staff, and for supporting the year representatives within the College.
- 10.5.3. Coordinate information from the student reps and other students to provide an overview of issues and trends within the College.
- 10.5.4. Identify areas for research and attention relating to the education and experience of RVC students and run campaigns to improve these areas where relevant.
- 10.5.5. Work to develop the student representative programme providing training and support for all student reps and look to develop their leadership and employability skills.
- 10.5.6. Ensure College-wide issues are identified and investigated before termly College-wide meetings (Course Management Committees, Student Development Committee, for instance).
- 10.5.7. Promote the National Student Survey and respond to Union comments following the survey.
- 10.5.8. To oversee on-line content with the Website Manager on official Union digital outlets such as the SU Website, Facebook and Twitter.
- 10.5.9. Work with the General Manager to publicise the Union in a positive way and promote its successes.

10.5.10. Will normally act as a Deputy Returning Officer for the Union in the Union Bye-laws.

10.6. Vice President Treasurer

The Vice President Shall:

- 10.6.1. oversee that proper financial records are being kept and to check that there are no financial irregularities.
- 10.6.2. regulate expenditure of the Union, and ensure funds are used appropriately.
- 10.6.3. ensure that the Union has suitable financial procedures and that all staff and officers who have the ability to draw upon or authorise payments are aware of the rules and follow them.
- 10.6.4. In conjunction with the General Manager and President, ensure that the Union draws up and approves an annual budget.
- 10.6.5. ensure that the Union pays its bills promptly and raises invoices in a timely manner.
- 10.6.6. in conjunction with the VP Activities, allocate grants to clubs and societies.
- 10.6.7. meet with all Club and Society (CS) treasurers providing guidelines to all on financial control and planning, as well as offering support throughout the year.
- 10.6.8. provide support and guidelines on financial control to student event committees
- 10.6.9. Ensure systems are in place to allocate subs and ticket sales to relevant clubs and society accounts or event budgets.
- 10.6.10. In conjunction with the President, VP Activities and General Manager approve extra grant or loan applications for all clubs and societies up to a ceiling amount laid out in the Financial Procedures.
- 10.6.11. Ensure that the Union accounts are audited annually, and that they are presented to College Council.
- 10.6.12. Liaise with budget holders to discuss, help cost and help budget their proposed activities of the year.

10.7. Vice President Welfare

The Vice President Shall:

- 10.7.1. Identify areas for attention relating to general welfare of students and run campaigns where relevant.
- 10.7.2. Refer students to appropriate SU, College or external bodies to help resolve a member's issue. They shall not take on casework for which they are not qualified.
- 10.7.3. Help develop and chair the Welfare Sub-Committee.
- 10.7.4. Ensure that statistical information is kept on all student contact regarding welfare ensuring that data protection is observed at all times.
- 10.7.5. Be available for students (in person or on online) on a regular advertised basis.
- 10.7.6. liaise with the College's Student Services on welfare issues and encourage the use of the services within the College.
- 10.7.7. Campaign to raise awareness amongst students on welfare issues and on welfare services available to members.
- 10.7.8. Ensuring confidentiality is adhered to by all Officers and Staff in all cases as covered by the Welfare Bye-law.

10.8. Vice President Camden

The Vice President Shall:

- 10.8.1. Be a first point of contact at the Camden Office.
- 10.8.2. Have regular office hours for drop ins at the Camden Office.
- 10.8.3. Make sure that members based in Camden have a voice within the Union and College, and have equal representation to Hawkshead-based students
- 10.8.4. Ensure clear communication between Camden students and fellow officers in the team.
- 10.8.5. Assist all Hawkshead based officers in advertisement and organisation of campaigns and events run on Camden campus to ensure, where possible, campaigns and events are run on both campuses.
- 10.8.6. Liaise with the Undergraduate Sciences Officer to ensure the needs of science students based in Camden are being met, both within the College and the SU
- 10.8.7. Ensure the Camden based courses are celebrated
- 10.8.8. Where appropriate, meet with members of the College to advocate for Camden students' needs
- 10.8.9. Assist the Entertainment Officers in the running of Freshers Week
- 10.8.10. Work with VP Activities and Campaigns SU General Manager and Administrative Staff to ensure the smooth running of Freshers Fair, and if applicable 'Re-freshers'.
- 10.8.11. Deputise for the President and other VPs in the event they cannot make Camden based meetings
- 10.8.12. Help the Environmental Officer to form projects and deliver them on Camden campus and the local community
- 10.8.13. Develop local community volunteering
- 10.8.14. Help seed and develop new clubs and societies based in Camden

10.9. Postgraduate Officer

The Postgraduate Officer shall

- 10.9.1. be the primary representative of all postgraduates and seek to involve as many postgraduate students in the Union as possible.
- 10.9.2. be the prime representative of the Union to liaise with the College over any matters affecting postgraduate students.
- 10.9.3. liaise with the VP Representation and Communications on organising the Post Graduate Course Representatives, and liaising with the Post Graduation Representatives to take their issues to the College.
- 10.9.4. liaise with Graduate School and other Course Leaders to assist with induction events for incoming postgraduates.
- 10.9.5. Be responsible for the organisation and finances of social and educational events for postgraduate students throughout the year, including the social after the annual Postgraduate Research Day.
- 10.9.6. Ensure that the Union activities are well publicised to all postgraduates.
- 10.9.7. Develop and run campaigns to support and represent Postgraduate students.
- 10.9.8. Attend College meetings such as Academic Board, Campus Services Committee and Research Degree Committee.
- 10.9.9. Arrange postgraduate representation at Learning, Teaching and Assessment committee and Teaching Quality committee.

10.10. Entertainment Officer

The Entertainment Officer shall

- 10.10.1. In conjunction with VP Activities and Campaigns, SU General Manager and Administrative Staff, create new ideas for a variety of entertainment and social activities throughout the year to reflect the interests of all sections of the student body.
- 10.10.2. Run the Freshers 'Angels, Devils and Heroes' team and be a point of contact during Freshers Week for students and events staff.
- 10.10.3. Work with VP Activities and Campaigns SU General Manager and Administrative Staff to ensure the smooth running of Freshers Fair.
- 10.10.4. Agree budgets for social events with the VP Treasurer, General Manager and VP Activities and Campaigns to make sure that events are financially successful.
- 10.10.5. Ensure that all social activities are well publicised to all students on both sites.
- 10.10.6. Assist with the running and organising of all all events, including off campus and online where requested.

10.11. Equality and Diversity Officer

The Equality and Diversity Officer shall

- 10.11.1. With the President, be responsible for the oversight and effective implementation of the Equality, Diversity and Inclusion Policy, including reviewing the policy, and undergoing research to measure access and inclusion within the College and RVCSU.
- 10.11.2. Work to ensure the fair representation of interests of all student groups within the Students' Union.
- 10.11.3. Shall sit on the College's EDC to represent student interests and to influence the policy making of the University regarding Equal Opportunities.
- 10.11.4. Support and represent students who face discrimination.
- 10.11.5. Shall work with the General Manager to ensure that Students' Union services are provided and accessible to all students.
- 10.11.6. Chair the Equality & Diversity Student Committee to maintain regular communications with under-represented or disadvantaged groups to highlight and oppose this situation.
- 10.11.7. Organise and support events that promote diversity and greater cultural understanding such as, but not limited, to Black History Month, LGBTQ+ History Month and International Women's Day.
- 10.11.8. Strive to increase understanding of E&D issues amongst students and promote the existence of appropriate support services available.

10.12. International Officer

The International Officer shall

- 10.12.1. Be the first point of Union contact for international students.
- 10.12.2. Be responsible, in conjunction with the College Advice Centre, for the delivery and the relevance of the International Induction Week.
- 10.12.3. Coordinate events every term specifically for international students, such as but not limited to Thanksgiving, Diwali, Eid, and Chinese New Year.
- 10.12.4. Meet students in Freshers Week to introduce yourself and help them settle into life in London and at RVC.

- 10.12.5. Coordinate with staff involved with international student relations and be proactive in organising induction events.

10.13. Veterinary Nurse Liaison Officer

The Veterinary Nurse Liaison Officer shall

- 10.13.1. Ensure that the interests of the Vet nurses are well represented across the College and at council meetings.
- 10.13.2. Be responsible for the Vet Nursing email account and ensure that emails are responded to effectively and promptly.
- 10.13.3. Ensure that the Union activities are well publicised to the vet nurses.
- 10.13.4. Keep in contact with the vet nurse year reps and ensure that any issues are brought to the Union immediately.
- 10.13.5. Develop and run campaigns to support and represent Vet Nursing students.
- 10.13.6. Work with the VP Activities and President to develop events for Vet Nursing Students to integrate with other students at RVC.

10.14. Raising and Giving (RAG) Officer

The Raising and Giving Officer shall

- 10.14.1. Obtain the student bodies' opinion on the charity(s) that RAG will support that academic year.
- 10.14.2. In coordination with the Entertainment Officers, be responsible for the organisation of all RAG events.
- 10.14.3. Work closely with the Union General Manager to ensure the prompt banking and correct distribution of all monies raised.
- 10.14.4. Ensure that all events are effective and successful and report back to students on how much money was raised for which charities.

10.15. Environment Officer

The Environment Officer shall

- 10.15.1. Represent the student voice with all issues involving the environmental impact of RVCSU, the College, at the College meetings on environmental campaigns.
- 10.15.2. Organise environmental campaigns along with the other Officers and relevant student societies
- 10.15.3. Work with the President to identify the RVCSU's environmental priorities and to campaign and regularly report updates to the members.
- 10.15.4. Work and report on the Union's commitment to becoming Carbon Neutral by 2030, and campaign and hold the College to account over its own environmental commitments.
- 10.15.5. Endeavour to answer any questions students have about the College's environmental policy.
- 10.15.6. Work with the General Manager on getting Green Impact accreditation and publicising this to the members

10.16. Undergraduate Sciences Officer

The Undergraduate Sciences Officer shall:

- 10.16.1. Be a point of contact for students on non-clinical undergraduate science courses including

- all BSc (excluding nursing), MSci and intercalated BSc courses
- 10.16.2. Represent and support undergraduate sciences students on a placement year
 - 10.16.3. Ensure that the interests of undergraduate science students are well represented across college and at council meetings
 - 10.16.4. Liaise with undergraduate science course representatives regularly, alongside VP Representation & Communications, and communicate their concerns to the Union immediately
 - 10.16.5. Discuss the needs & concerns of undergraduate science students with VP Camden to ensure they are kept informed about current affairs affecting Camden students
 - 10.16.6. Meet with course leaders and college staff to ensure a high level of student satisfaction within the undergraduate science courses/ support course representatives if they choose to meet with college staff.
 - 10.16.7. Work with VP Camden and VP Activities to ensure that SU/college campaigns and events are accessible for undergraduate science students
 - 10.16.8. Organise a range of social and educational events for undergraduate sciences students throughout the year
 - 10.16.9. Develop and run campaigns targeted at undergraduate sciences students
 - 10.16.10. Promote involvement within the SU to undergraduate science students

10.17. IVSA Representative

The IVSA Representative shall

- 10.17.1. Promote and run IVSA Campaigns at RVC
- 10.17.2. Organise group and individual exchanges between veterinary schools around the world.
- 10.17.3. Attend annual congress and symposia.
- 10.17.4. Maintain effective communication with IVSA and inform the student body of any relevant and insightful updates such as grants or work placement advertisements
- 10.17.5. Organise an exchange to promote and create greater ties with other European and global veterinary institutions.
- 10.17.6. Create fundraising events relevant to IVSA and its goals.
- 10.17.7. Attend the IVSA AGM at one of the UK vet schools.

10.18. Senior AVS Representative

The Senior AVS Representative

- 10.18.1. Promote and run AVS Campaigns at RVC
- 10.18.2. organise RVC Students Annual Attendance at Sports Weekend and Congress.
- 10.18.3. Be a member of the AVS Committee and attend 2 meetings a year at BVA Headquarters.
- 10.18.4. Be a member of an AVS sub-committee (welfare, policy or member services) and attend 2 meetings a year at BVA Headquarters.
- 10.18.5. Organise Sports Weekend and AVS Congress (and promote them) when it is the RVC's turn to host.

10.18.6. Create fundraising events relevant to AVS and its goals.

10.19. Junior AVS Representative

The Junior AVS Representative shall

10.19.1. Work with the Senior AVS rep to act as a link between the RVC, the other vet schools and the AVS.

10.19.2. Have involvement in organising AVS events across the RVC, selling tickets for Sports Weekend and Congress.

10.19.3. Attend two meetings a year representing RVC students in discussions about topical issues.

10.19.4. Automatically become the Senior AVS Representative.