

## **5. Job Descriptions**

### **5.1. President**

The President Shall:

- Be the primary representative of the Union and chair to the Board of Trustees.
- Ensure that there is a comprehensive handover from one officer / trustee team to the following year's team.
- Be the owner of the president account and ensure that emails are responded to effectively and hastily.
- Be the voice of the Union to all media both internally and externally.
- Meet with the relevant staff within the college to further the aims and objectives of the SU.
- Attend college meetings, including but not limited to College Council, Academic Board and Teaching and Learning Committee, and report back to the Union.
- With the VP Representation and Communications, SU Administrator, General Manager and College Academic Team to ensure good student representation across the College committees.
- Be the prime representative of the Union to liaise with the College over any matters affecting students and Union staff.
- Compile a report on his/her activities for consideration at the Students' Union Council.
- With 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.
- Call General Meetings, Trustee Boards and Council meetings in accordance with the constitution.
- Arrange training and strategic planning for all officers of the SU after elections.
- Promote the National Student Survey and respond to Union comments following the survey.
- Be a member of the Students' Union Council and ensure that the decisions made are implemented where they do not conflict with Charity or other laws and are practicable.
- With the other officers take overall responsibility for campaigns run through the year.

## BYELAWS OF THE RVCSU

- Maintain good relationships with relevant external bodies including but not limited to, NUS, NUS London, SAVMA, IVSA, AVS, RCVS, BVA.
- Be the main conduit between the trustees and the General Manager and through he /she the SU staff team.
- Work with the General Manager to ensure the Officers and Trustees are fulfilling their job roles effectively
- Lead on delivering the SU Strategic and Operational Plans, ensuring the plans stay relevant and SMART.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of your duties.
- Work with officers and SU staff to deliver events such as Freshers Fairs and Varsity
- Deputise to the SU VP Officers where appropriate.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.

### **5.2. Vice President Activities and Campaigns**

The Vice President Shall:

- Be a part time officer and trustee of the Students' Union.
- Be responsible for encouraging the formation, and success of societies and sports teams within the Union.
- Be responsible with the General Manager and SU Staff to organise the Annual Fresher's Fair and other events relating to societies.
- Also, be the main point of contact with the British Universities and Colleges Sport (BUCS), LUSL and seek Sport Development opportunities from National Bodies.
- Be responsible for preparing an up-to-date list of the active societies and publicising this in electronic and print media. S/he shall also be responsible for the Sports and Societies area of the website and promoting its use.
- Oversee the Union's events publicity policy and ensure Union events are publicised on the Union website, other digital platforms and via printed publications.

## BYELAWS OF THE RVCSU

- Work with IVSA, SAVMA and AVS Officers to ensure their associations' campaigns are promoted and run effectively at RVC
- Ensure clear communication between themselves and fellow officers in their team.
- 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 SU budget and to be ratified at the SU AGM.
- Be responsible for ensuring that societies are aware of the regulations pertaining to the running of societies and that they abide by them.
- Be responsible for ensuring that all sports and societies have adequate training and information about health and safety issues and abide by policies set.
- 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.
- Be responsible for promoting and monitoring equality and diversity within sports societies and extracurricular student activities.
- Along with the two Social Secretaries be responsible for organising the Unions 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.
- Be responsible for funds raised for charity along with the RAG Chair and must ensure that any fundraising on campus by societies and by the Students' Union is followed through with an appropriate receipt and report. This is to be included in a report to Trustees.
- Oversee campaigns delivered by the Environment Officer as well as other cross campus campaigns from other SU Officers.
- Be responsible for the VP Activities and Campaigns email account and ensure that emails are responded to effectively and promptly.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.

- Deputise for the President / Chair where required.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming VP Activities and Campaigns and a smooth hand over period.

### **5.3. Vice President Representation and Communications**

The Vice President Shall:

- Be a part time officer and trustee of the Students' Union.
- Be a member of College committees such as Teaching Quality Committee, College Services Forum, etc. as agreed by the Union Executive Committee.
- Be responsible for the running of the student representation system (RVCSU Course Reps), in liaison with the Union's SU Administrator, and for supporting the year representatives within the College.
- Identify areas for attention relating to the education of students and provide relevant information to VP Activities to aid in running campaigns where relevant.
- Work to develop the student representative programme providing training and support for all student reps and look to develop their leadership and employability skills.
- Ensure College-wide issues are identified and investigated before termly College-wide meetings (Course Management Committees, Student Development Committee, for instance)
- Coordinate information from the student reps and other students to provide an overview of issues and trends within the College.
- Along with the President and VP Activities, liaise with the appropriate members of College staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.
- To oversee on-line content on official SU digital outlets such as the SU Website, Facebook and Twitter.
- Work with the General Manager to publicise the SU in a positive way and promote its successes.

## BYELAWS OF THE RVCSU

- Be responsible for the VP representation and Communication email account and ensure that emails are responded to effectively and promptly.
- Ensure clear communication between themselves and fellow officers in their team.
- Assist SAVMA Representative, IVSA Representative and AVS Representative in integrating and creating greater ties with their relevant external organisations.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work with officers and SU staff to deliver events such as Freshers Fairs and Sports Day.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Deputise for the President / Chair where required.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming VP Representation and Communications and a smooth hand over period.

### **5.4. Vice President Treasurer**

The Vice President Shall:

- Be a part time officer and trustee of the Students' Union.
- Regulate expenditure of the Union, and ensure funds are used appropriately.
- Ensure that all financial transactions are legitimate, and that the necessary paper work and receipts are kept for all transactions.
- Be responsible for the SU Treasurer Email account and respond to emails promptly.
- In conjunction with the General Manager and President, ensure that the Union draws up and approves an annual budget.
- Ensure that the Union pays its bills promptly and raises invoices in a timely manner.
- In conjunction with the VP Activities, allocate grants to clubs and societies.
- Meet with all Club and Society (CS) treasurers provide guidelines to all on financial control and planning, as well as offering support throughout the year.

## BYELAWS OF THE RVCSU

- Provide support and guidelines on financial control to student event committees e.g. final year review, half way dinner and grad ball)
- Reconciling the SU subs sales and ensuring the correct money is added to each of the club accounts monthly.
- Oversee the Haxby, Buttery and Shop accounts.
- 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.
- Ensure that the Union accounts are audited annually, and that they are presented to College Council.
- Liaise with budget holders to discuss, help cost and help budget their proposed activities of the year.
- To oversee that proper financial records are being kept and to check that there are no financial irregularities.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Deputise for the President / Chair where required.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming VP Treasurer and a smooth hand over period.

### **5.5. Vice President Welfare**

The Vice President Shall:

- Be a part time officer and trustee of the Students' Union.
- Refer students to appropriate internal or external bodies to help resolve a member's issue. S/he shall not take on casework for which s/he is not qualified.

## BYELAWS OF THE RVCSU

- Identify areas for attention relating to general welfare of students and run campaigns where relevant, specifically two in the first term, two in the second term and one in the third with the campaigns tailored to fit college wide issues.
- Help develop and chair the Welfare Sub-Committee.
- Ensure that statistical information is kept on all student contact regarding welfare ensuring that data protection is observed at all times.
- Refer students to appropriate internal or external bodies to help resolve a member's issue. S/he shall not take on casework for which s/he is not qualified.
- Run drop in surgeries for students on a regular advertised basis at each campus.
- Liaise with the College's Student Services on welfare issues and encourage the use of the services within the College. S/he shall also liaise with the college to organise the welfare roadshows and campaigns throughout the college.
- Campaign to raise awareness amongst students on welfare issues and on welfare services available to members.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Liaise with the appropriate VP Activities and Campaigns, SU staff and members of College staff to ensure that Union policy and campaigns are progressed.
- Be responsible for the Welfare email account and ensure that emails are responded to effectively and promptly.
- Ensure the Welfare phone is regularly checked for messages and is switched on for advertised on call periods.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Deputise for the President / Chair where required.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming VP Welfare and a smooth hand over period.

## 5.6. Postgraduate Officer

*Nominees may run individually or as a pair for this role*

- Be a part time officer and trustee of the Students' Union.
- Be the primary representative of all postgraduates and seek to involve as many postgraduate students in the Union as possible.
- Be the prime representative of the Union to liaise with the College over any matters affecting postgraduate students.
- Be responsible for the Postgraduate Officer Email account and ensure that emails are responded to effectively and quickly.
- Liaise with Graduate School and other Course Leaders to assist with induction events for incoming postgraduates
- Be responsible for the organisation of social and educational events for postgraduate students throughout the year, including the social after the annual Postgraduate Research Day.
- Ensure that the Union activities are well publicised to all postgraduates
- Develop and run campaigns to support and represent Post Graduate students.
- Be responsible for financial matters relating to post graduate events.
- Attend college meetings such as Academic Board, Campus Services Committee and Research Degree Committee. Arrange postgraduate representation at Learning, Teaching and Assessment committee and Teaching Quality committee.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming Postgraduate Officer and a smooth hand over period.



### **5.7. Entertainment Officer**

*Nominees may run individually or as a pair for this role*

- Be a part time officer of the Students' Union.
- In conjunction with VP Activities and Campaigns, SU General Manager and Administrator, 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.
- Run our fresher's 'angels, devils and heroes' team and be a point of contact during Fresher's Week for students and events staff
- Work with VP Activities and Campaigns SU General Manager and Administrator to ensure the smooth running of Fresher's Fair
- Agree budgets for social events with the VP Treasurer, General Manager and VP Activities and Campaigns to make sure that events are financially successful.
- Be responsible for the entertainment officer email address and ensure that emails are responded to effectively and hastily.
- Establish and maintain contact with relevant clubs, societies, to the advantage of students.
- Ensure that all social activities are well publicised to ALL students on both sites.
- To attend SU Council meetings and others required for the efficient performance of their duties.
- Liaise with other SU Officers, SU staff and members of College staff to ensure that Union policy and campaigns are progressed.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming Entertainment Officer and a smooth hand over period.

### **5.8. Equality and Diversity Officer**

- Shall be responsible for the fair representation of interests of all student groups within the Students' Union, which shall include but are not limited to the following:
  - Disabled Students;
  - Mature Students;

## BYELAWS OF THE RVCSU

- Postgraduate Students;
  - Lesbian, Gay, Bisexual and Transgender Students;
  - International Students;
  - Students of all Faith Groups and non-believers;
  - Part-Time Students, distance learners, those on placement and field work;
  - Student Carers;
  - Care Leavers;
  - Student Parents; and
  - Women Students.
- Shall liaise with the University about all matters pertaining to equality, diversity and gender issues, and shall make effective representation and provide input to influence the policy making of the University regarding Equal Opportunities.
  - Shall be responsible for representing the interests of all student groups of particular student groups
  - Shall strive to ensure that a genuine spirit of diversity and equality of opportunity is present throughout the Students' Union and the University, and to support and represent those students who face discrimination.
  - Shall ensure that Students' Union services are provided and accessible to all students.
  - Shall maintain and promote regular communications with under-represented or disadvantaged groups, as listed above, to highlight and oppose this situation.
  - Shall read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution and all codes of conduct.
  - Ensure support for the incoming E&D officer and a smooth hand over period.
  - Work with officers and SU staff to deliver events such as Fresher's Fair and Sports Day.
  - Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
  - Maintain communication with the student body and inform them over any E&D events and changes.
  - Be responsible for the E&D email account and ensure that emails are responded to effectively and promptly.

## BYELAWS OF THE RVCSU

- Liaise with the appropriate VP welfare, SU staff and members of College staff to ensure that Union policy and campaigns are progressed.
- Campaign to raise awareness amongst students on E&D issues and on welfare services available to members.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.

### **5.9. International Officer**

- Be a part time officer and trustee of the Students' Union.
- Be the first point of Union contact for international students.
- Coordinate events every term specifically for international students, such as Thanksgiving, Diwali, Eid, and Chinese New Year.
- Be responsible, in conjunction with the College Advice Centre, for the delivery and the relevance of the International Induction Week.
- Meet students in Fresher's Week to introduce yourself and help them settle into life in London and at RVC.
- Co-ordinate with staff involved with international student relations and be proactive in organising induction events.
- Be responsible for the SU International Rep email account and ensure that emails are responded to promptly and effectively, especially those received before Fresher's week.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Develop and run campaigns to support and represent International students.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming International Officer and a smooth hand over period.

### **5.10. Veterinary Nurse Liaison Officer**

- Be a part time officer and trustee of the Students' Union.

## BYELAWS OF THE RVCSU

- Ensure that the interests of the Vet nurses are well represented across college and at council meetings.
- Be responsible for the Vet Nursing email account and ensure that emails are responded to effectively and promptly.
- Ensure that the Union activities are well publicised to the vet nurses.
- Keep in contact with the vet nurse year reps and ensure that any issues are brought to the Union immediately.
- Develop and run campaigns to support and represent Vet Nursing students.
- Work with the VP Activities and President to develop events for Vet Nursing Students to integrate with other students at RVC
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming Veterinary Nurse Liaison Officer and a smooth hand over period.

### **5.11. Raise and Give Officer**

- Be a part time officer of the Students' Union.
- Recruit a RAG vice and student volunteers to ensure an even distribution of work load and to organise events at both campuses.
- Be responsible along with the SU Council for appointing the RAG Committee.
- Be responsible for the SU RAG email account and social media and ensure that emails are responded to effectively and hastily.
- Obtain the student bodies' opinion on the charity(s) that RAG will support that academic year.
- In co-ordination with the Union Social Secretaries, be responsible for the organisation of all RAG events, including RAG week in the second term and clothing in the second or third term, parties, non-alcoholic events and raffles etc.

## BYELAWS OF THE RVCSU

- Work closely with the Union General Manager to ensure the prompt banking and correct distribution of all monies raised.
- Ensure that all events are effective and successful and report back to students on how much money was raised for which charities.
- Be a member of SU Council, and present reports to it.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming RAG Chair and a smooth hand over period.

### **5.12. Environment Officer**

- Be a part time officer of the Students' Union.
- Represent the student voice with all issues involving the environmental impact of the college, at the college environments and campaigns meetings.
- Listen to the students, find out their concerns regarding environmental issues are and pass these to the appropriate members of staff.
- Endeavour to answer any questions students have about the college's environmental policy.
- Organise environmental campaigns along with the VP Activities and Campaigns (at least one a term) and fair-trade fortnight with the college caterers run at the end of February.
- Be a member of the SU Council, and present reports to it.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.

## BYELAWS OF THE RVCSU

- Ensure support for the incoming Environment Officer and a smooth hand over period.

### **5.13. Camden Officer**

- Be a part time officer of the Students' Union.
- Be a first point of contact at the Camden SU Office
- Have regular office hours for SU drop in s at the Camden Office
- Ensure clear communication between Camden students and fellow officers in their team.
- Be responsible for the Camden Officer Email account and ensure that emails are responded to effectively and promptly.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Deputise for other officers where required.
- Assist all HH based officers in selection and recruitment of officer teams and advertisement and organisation of events
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.

### **5.14. IVSA Representative**

- Be a part time officer of the Students' Union.
- Collaborate with VP Activities and Campaigns to promote and run IVSA Campaigns at RVC
- Organise group and individual exchanges between veterinary schools around the world.
- Attend annual congress and symposia.
- Maintain effective communication with IVSA and inform the student body of any relevant and insightful updates such as grants or work placement advertisements
- Organise an exchange to promote and create greater ties with other European and global veterinary institutions.

## BYELAWS OF THE RVCSU

- Create fundraising events relevant to IVSA and its goals.
- Be responsible for the IVSA email account and ensure that emails are responded to effectively and hastily.
- Attend the IVSA AGM at one of the UK vet schools.
- Be a member of the Students' Council, and present reports to it.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming IVSA Representative and a smooth hand over period.

### **5.15. Senior AVS Representative**

- Be a part time officer of the Students' Union.
- Collaborate with VP Activities and Campaigns to promote and run AVS Campaigns at RVC
- Organise RVC Students Annual Attendance at Sports Weekend and Congress.
- Promote AVS Campaigns at RVC
- Be a member of the AVS Committee and attend 2 meetings a year at BVA Headquarters (London)
- Be a member of an AVS sub-committee (welfare, policy or member services) and attend 2 meetings a year at BVA Headquarters (London)
- Organise Sports Weekend and AVS Congress (and promote them!) when it is the RVC's turn to host.
- Create fundraising events relevant to AVS and its goals.
- Be responsible for the AVS email account and ensure that emails are responded to effectively and hastily.
- Be a member of the Students' Council, and present reports to it.

## BYELAWS OF THE RVCSU

- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming AVS Representative and a smooth hand over period.

### **5.16. Junior AVS Representative**

- Work with the Senior AVS rep to act as a link between the RVC, the other vet schools and the AVS 24
- Have involvement in organising AVS events across the RVC, selling tickets for Sports Weekend and Congress.
- Organise events throughout the year such as animal welfare lectures, the 'New Vet School discussion' and a Fresher's Welfare Lunch.
- Attend two meetings a year representing RVC students in discussions about topical issues.
- Be a member of Students' Council.
- Automatically becomes the Senior AVS Representative.
- Ensure support for the incoming Junior AVS Representative and a smooth hand over period.

### **5.17. Shop Manager Hawkshead**

- SU Shop Managers must:
- Ensure that the products stocked in the shop are appropriate for all our courses at RVC and that stock is maintained at suitable levels, securely.
- Ensure that all products are bought at the best available price.