

# Students' Union Constitution 2018

## 4.2 Duties and Responsibilities

- (a) All Officers shall have a job description confirmed by the Student Parliament and only amended or revised by the Student Parliament as advised by the Executive Committee.
- (b) The President is the principal representative of the student body within the Institution's governance system and the principal officer of the Union. S/he is the principal liaison between the Union Executive and the Senior Management Team.
- (c) Vice Presidents shall act as the lead representative for their School and represent the School within the SU and other activities.
- (d) The Vice Presidents shall also take on portfolio responsibilities as per their job description.
- (e) Officers will be subject to the supervision and direction of the Student Parliament and shall conduct their duties in accordance with this Constitution and any regulations and policies set by the Union and the Institution, and the law.
- (f) Executive Officers shall serve Ravensbourne boards and committees as the student representatives. All places on Institution boards, committees and working parties allocated to students shall be filled in accordance with Schedule 5.
- (g) All Officers must also:
  - i. promote representation, activities, welfare, development and participation within the Union and Institution;
  - ii. proactively seek regular opportunities to engage with students, collect their views and represent them to the Institution;
  - iii. promote the best interests of students and of the Union at all times, in all places and in all decision making;
  - iv. to promote and actively participate in Students' Union events, activities and campaigns;
  - v. be available and known to students and present at their location on a regular basis;
  - vi. take an active involvement in the review, development and implementation of the Union's mission and values;
  - vii. work to deliver the Students' Union Strategic Plan;
  - viii. ensure that RSU complies with all legal and regulatory requirements and acts according to its Constitution
  - ix. ensure that the Union operates democratically and in accordance with the Constitution, with which they will need to become familiar;
  - x. encourage the cultural, diverse and social integration into the Institution of all members of the Union;
  - xi. attend appropriate meetings and conferences and report back to Committees, and the membership;
  - xii. build and maintain efficient, professional and supportive working relationships with other Officers, staff members, and key contacts in the Union, Institution and Community;
  - xiii. engage in debate with team colleagues holding each other to account and

- setting the Students' Union's priorities;
- xiv. take an active involvement in the review, development and implementation of the Union's mission and values;
- xv. provide regular update to students on their area of work via SU Website and social media;
- xvi. provide a detailed written brief for incoming post-holders one month prior to leaving office;

Ensure that the Union does not discriminate on the basis of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation or any other irrelevant characteristic.