



## **Ravensbourne Students' Union Elections 2019**

### **Guide to Role Descriptions for Officers**

Role descriptions are there to provide guidance and help you in deciding whether to run for election. They show what you may reasonably be expected to do in your role. They will form the basis of your final contract with the Institution (on behalf of the Union) should you be successful in the election.

#### **President**

Pay: £13,000 p.a.

Hours: 21 hours per week (with 15 days leave in addition to public holidays)

#### **Duties:**

1. Represent and engage with students of all types of study at all parts of the Institution
2. To provide leadership to the Students' Union Executive Committee and be the primary spokesperson for Ravensbourne Students' Union (RSU)
3. To work closely with the Students' Union Coordinator or equivalent to manage the budget strategy of the RSU and ensure that value-for-money is obtained.
4. Together with team colleagues, produce a yearly plan for the Students' Union and ensure its implementation
5. Build and maintain professional working relationships with the Executive Team and Senior Management Team of Ravensbourne and use these links to promote the interests of students
6. Engage in debate with team colleagues holding each other to account and setting the Students' Union's priorities
7. Hold Ravensbourne to account on decisions made which affect students, representing their views and lobbying for change while sitting on Institutional boards and committees
8. Attend various Institution events such as Open Days
9. Perform duties and responsibilities in accordance with section '4. Duties and Responsibilities' of the Students' Union Constitution
10. Be prepared to work outside your contracted hours including during evenings and weekends when necessary, occasionally travelling to attend conferences and training
11. Work within Ravensbourne's Code of Conduct, policies and procedures and other rules as they apply to employees

Key meetings:

- Board of Governors
- Academic Board
- Learning, Curriculum and Student Experience Committee
- Student Experience and Engagement Group
- Other appropriate meetings

**Executive Committee and Student Parliament Meetings**

All officers are required to attend Executive Committee, Subcommittee of the Student Parliament and Student Parliament meetings. Any Officer who does not attend three consecutive Executive Committee Meetings will cease to be an Officer after the conclusion of the third meeting unless the Student Parliament determines otherwise following a report of the matter to the following Student Parliament meeting.