



## **Ravensbourne Students' Union Elections 2018**

### **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.

#### **Vice President of the School of Screen**

Pay: £13,000 p.a.

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

#### **Duties:**

1. Act as the lead representative for the School of Media and student views/opinions on the student academic experience to the Institution
2. Build and maintain professional working relationships with the Dean of the School of Media and Associate Deans within the school to promote the interests of students at the School
3. Liaise with Course Leaders within the School of Media and the SU Coordinator or equivalent to ensure that Student Course Representatives are elected in all courses and they are trained
4. Work with Student Reps based at the School of Media ensuring that they have support and input to the Student Liaison Committee and other activities
5. Hold Ravensbourne to account on decisions made which affect students, representing their views and lobbying for change while sitting on Institutional boards and committees
6. Identify and oversee education priority development areas and ensure that students are represented and involved in the development of all elements of their academic experience, taking seats on the Ravensbourne Committees
7. Attend various Institution events such as Open Days
8. Perform duties and responsibilities in accordance with section '4. Duties and Responsibilities' of the Students' Union Constitution.
9. Be prepared to work outside your contracted hours including during evenings and weekends when necessary, occasionally travelling to attend conferences and training
10. Work within Ravensbourne's Code of Conduct, policies and procedures and other rules as they apply to employees

### Key meetings:

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

### **Portfolio responsibilities**

The Executive Committee of the Students' Union will assign responsibility of overall campaigns and welfare to individual Vice Presidents at the first Executive Meeting of the term. Each Vice President will need to undertake one of the responsibilities detailed below.

### Campaigns

1. Take an active lead on planning and implementing Institutional, local and national campaigns
2. Chair the Society Steering Group meetings and ensure that societies are proactive in organising events and activities

### Welfare

1. Act as the lead officer on student welfare concerns, community relations and relate campaigns
1. Represent the concerns and views of students from all groups facing racism, unfair discrimination and harassment, and campaign for necessary/appropriate action

### **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.