

Regulation A4: Elected Officers

Revised: November 2020

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1. Elected Officers Roles

- 1.1 The major office bearers of the Robert Gordon University Student Association (the “Union”) shall be the Sabbatical Presidents and Part-Time Vice Presidents who shall collectively comprise the Executive Committee of the Union.
- 1.2 Sabbatical Presidents
- 1.2.1 President (Communication and Democracy);
 - 1.2.2 President (Education and Welfare);
 - 1.2.3 President (Sport and Physical Activity).
- 1.3 Part-Time Vice Presidents
- 1.3.1 Vice President (Community);
 - 1.3.2 Vice President (Education);
 - 1.3.3 Vice President (International);
 - 1.3.4 Vice President (Societies);
 - 1.3.5 Vice President (Sport);
 - 1.3.6 Vice President (Welfare).

2. Election of Officers

- 2.1 All officers shall be elected by Ordinary Members in accordance with the Union’s Election Regulation.
- 2.2 Officers shall hold office for a period of twelve months.
- 2.3 Sabbatical Presidents shall take a year out of their studies and shall be employed and remunerated by the Union. Members may either serve between academic years and postpone studying, or serve immediately after graduation from Robert Gordon University (the “University”).
- 2.4 Vice Presidents shall serve alongside their studies on a part-time basis, and shall be expected to manage their time and responsibilities between studies and their role.
- 2.5 Sabbatical Presidents may not hold sabbatical union office, or paid elected office, for more than two years in total at the Union. Vice Presidents shall be able to serve a maximum of two years in any Vice President role, and may be elected into a Sabbatical President role for a maximum of two years.
- 2.6 In the event there is a vacancy for any Officer role and if the opportunity for election has been offered, and every reasonable effort to open the position for election has been taken, the Executive Committee may co-opt members to fill vacancies until the next Election or By-Election where the position shall be opened again.
- 2.7 Sabbatical Presidents shall become Sabbatical Trustees on the Union Trustee Board and be responsible for the strategy and operations of the Union.

3. Responsibilities of Elected Officers

- 3.1 The Executive Committee, made up of the elected Sabbatical Presidents and Part-Time Vice Presidents, shall be collectively and individually responsible for the following duties while undertaking their roles:
- 3.1.1 uphold the aims and objects of the Union;
 - 3.1.2 be responsible for the implementation of the Union's strategy;
 - 3.1.3 represent students both collectively and individually to the university, wider community and national organisations;
 - 3.1.4 be responsible for upholding policy and for the development of new policy around relevant issues;
 - 3.1.5 act as the primary spokesperson on matters affecting their remits;
 - 3.1.6 facilitate student extra-curricular activity and advising individuals or groups of students on such activity;
 - 3.1.7 recognise the different student groups within the University and seek student opinion from these groups on relevant matters ;
 - 3.1.8 be active participants in the partnership that exists between the Union and the University in enhancing the student experience;
 - 3.1.9 inform students of the Union's activities;
 - 3.1.10 effectively include different groups of students within the Union's activities and decision-making processes;
 - 3.1.11 attend and participate in meetings when required;
 - 3.1.12 behave in accordance with terms and conditions on conduct for Elected Officers that the Trustee Board may from time to time approve and publish.

4. President (Communication & Democracy)

- 4.1 The President (Communication and Democracy) is the primary spokesperson for the Union. They are responsible for ensuring the Union is acting in the best interests of its membership. They are the primary link between the Executive Committee and the student membership. The President (Communication and Democracy) shall:
- 4.1.1 co-ordinate the work of the officers ensuring that they fulfil the duties expected of an elected representative;
 - 4.1.2 ensure that the officers prepare team and individual objectives for approval and periodic review by the Executive Committee;
 - 4.1.3 oversee the representation of student views and interests to the University on relevant University Committees;
 - 4.1.4 oversee communications between the Union and its membership, taking editorial responsibility for publications under the Union title;
 - 4.1.5 liaise with the Union senior management to ensure effective planning of Union services and activities;
 - 4.1.6 oversee the Unions relations with the local community, attending appropriate meetings and reporting outcomes to the Executive Committee;
 - 4.1.7 be responsible for overseeing activities and representation on matters in relation to student accommodation within the University and student housing within the community;
 - 4.1.8 oversee the Union's relations with the media, locally and nationally;
 - 4.1.9 promote and coordinate the democratic structure of the Union, ensuring that the Annual General Meeting, and Forums such as Student Voice take place and engage students;
 - 4.1.10 oversee the Union's activities within the National Union of Students;

- 4.1.11 be the primary co-ordinator of campaigns which aim to make change for students at the University, both locally and nationally;
- 4.1.12 be responsible for overseeing the implementation of decisions of the Executive Committee, Student Voice and the Annual General Meeting.

5. President (Education & Welfare)

- 5.1 The President (Education and Welfare) is primarily responsible for safeguarding the academic interests and personal welfare of students. They are responsible for ensuring that the Union is acting in a way which promotes the academic interests and welfare of students to the University. The President (Education and Welfare) shall:
- 5.1.1 be responsible for developing the representation of student feedback across the University through working with student representatives;
 - 5.1.2 support the recruitment, training and engagement with student representatives, school officers and equality champions;
 - 5.1.3 co-ordinate the work of representatives and report on matters to University committees and the Executive Committee;
 - 5.1.4 represent student views and interests on education and welfare matters in the University, locally and nationally;
 - 5.1.5 work in partnership with the University and student representatives to enhance the learning experience and ensure quality processes produce the best degrees for students;
 - 5.1.6 be responsible for overseeing activities in relation to student funding, hardship and employment issues;
 - 5.1.7 lead and promote student-run welfare support services and develop the Union and University's support services;
 - 5.1.8 organise awareness campaigns and activities including mental health, sexual health, and liberation, whilst supporting relevant student-led campaigns and activities;
 - 5.1.9 oversee the Union's welfare and advice services, reporting on these activities to the Executive Committee;
 - 5.1.10 oversee and run campaigns and events such as the student-led teaching awards.

6. President (Sport & Physical Activity)

- 6.1 The President (Sport and Physical Activity) is responsible for encouraging student participation in sporting and physical activity. They are responsible for overseeing and developing the sports teams and encouraging the growth and development of new teams. The President (Sport and Physical Activity) shall:
- 6.1.1 promote and encourage physical activity to the student body and develop policies accordingly;
 - 6.1.2 act as a representative for students with any sport or physical or mental health related concerns by liaising with the appropriate University or Union bodies;
 - 6.1.3 chair the Sports Forum and co-ordinate and delegate activity to the Sport and Physical Activity Team and Sports Forum;
 - 6.1.4 prepare and oversee the budgets for sports clubs in consultation with the Sports Forum;
 - 6.1.5 actively promote equal opportunities for participation in both competitive and non-competitive sports and sporting activities;
 - 6.1.6 support and assist sports clubs with club development, fundraising and their competitive and training programme;

- 6.1.7 represent the University at a regional and national level including Scottish Student Sport (SSS) and British University and College Sport (BUCS);
- 6.1.8 liaise with the RGU SPORT to discuss the strategic direction of the sports clubs, RGU SPORT facilities and select and support the Scholars athletes;
- 6.1.9 ensure that Sports Club Committees receive the correct support and training to run their respective clubs, including an annual induction programme.

7. Vice President (Community)

- 7.1 The Vice President (Community) is responsible for running projects and events that improve the experience of students in their wider lives around their studies, such as with the local community or on the environment. The Vice President (Community) shall:
- 7.1.1 support the planning of Union events such as Freshers and Refreshers to create a vibrant and entertaining community for students;
 - 7.1.2 work alongside societies, sports clubs, student groups, student networks and the Executive Committee to ensure there is a variety of events that help engage new students with the work of the Union;
 - 7.1.3 lead on representing students and running campaigns on issues which impact students living in the community including transport, housing, healthcare, facilities and more;
 - 7.1.4 support and work with other students' unions' and organisations on community events and campaigns for students in Aberdeen;
 - 7.1.5 ensure Union and University activities are environmentally friendly and promote a safe and ethical community;
 - 7.1.6 raise awareness of environmental issues and support green student projects both within the University and the wider community.

8. Vice President (Education)

- 8.1 The Vice President (Education) is responsible for representing student feedback in partnership with the University to make sure students have a high-quality learning experience. The Vice President (Education) shall:
- 8.1.1 work alongside the President (Education and Welfare), school officers, and student representatives to gather feedback and ensure that the University is continually improving the learning experience;
 - 8.1.2 voice the feedback and ideas of students on both Union and University committees;
 - 8.1.3 promote the democratic structure of the Union, ensuring student representatives participate in the Annual General Meeting, Student Voice and other meetings;
 - 8.1.4 undertake campaigns and initiatives to create positive changes for students in partnership with the University;
 - 8.1.5 understand the key academic issues impacting students and represent these issues to both the Union and University;
 - 8.1.6 raise awareness of the impact of the work of the Union in improving the academic experience of students and the enhancements that have been made in partnership with the University;
 - 8.1.7 be an ambassador for student partnership in developing academic courses and support services to create the best results for students.

9. Vice President (International)

- 9.1 The Vice President (International) is the primary representative voice for all international students at the University and ensures that students from around the world have the best experience. The Vice President (International) shall:
- 9.1.1 engage with diverse populations of international students at the University, and represent their views and concerns to the Executive Committee, University Committees and appropriate external bodies;
 - 9.1.2 work in partnership with University departments and schools on projects around international student experience;
 - 9.1.3 coordinate campaigns and liaise with external organisations such as the National Union of Students' on issues affecting international students;
 - 9.1.4 plan and host events throughout the year to celebrate the international diversity at the University;
 - 9.1.5 recruit and co-ordinate a team of international student representatives to form part of the Union and University structures;
 - 9.1.6 work alongside and support the development of international student societies and groups to provide communities of support for international students;
 - 9.1.7 promote the work and events of the Union to international students and encourage them to participate in the various activities.

10. Vice President (Societies)

- 10.1 The Vice President (Societies) is the lead representative for societies and student groups and is responsible for supporting and developing societies and ensuring they are engaged in the activities of the Union. The Vice President (Societies) shall:
- 10.1.1 advocate and promote the activities of societies and student groups, and encourage all students to engage with extra-curricular activities at the Union;
 - 10.1.2 listen to the feedback of societies and student groups and represent the issues and feedback of societies to the Executive Committee and other relevant groups;
 - 10.1.3 communicate and engage with society committee members around Union activities, training and awards;
 - 10.1.4 work to ensure that societies being run effectively, with a range of activities which are safe and accessible and improve the student experience;
 - 10.1.5 develop and expand the range of societies available, as well as increasing the membership, awareness and activities of current societies;
 - 10.1.6 represent the views of societies and student groups, and lead and participate in the Societies and Activities Team and the Societies Forum;
 - 10.1.7 encourage and support events and initiatives set up by societies and student groups and promote them to the wider student body;
 - 10.1.8 recognise and encourage achievement from societies, student groups and individuals by participating in decisions around student awards and recognition.

11. Vice President (Sport)

- 11.1 The Vice President (Sport) is the lead representative for sports clubs and competitions and is responsible for supporting and developing sports clubs and ensuring they are engaged in the activities of the Union. The Vice President (Sport) shall:
- 11.1.1 advocate and promote the activities of sports clubs and encourage all students to engage with sporting activities at the Union either socially or competitively;
 - 11.1.2 listen to the feedback of sports clubs and represent the issues and feedback of sports clubs to the Executive Committee, RGU SPORT and other relevant groups;
 - 11.1.3 communicate and engage with sports club committee members around Union activities, training and awards;
 - 11.1.4 work to ensure that sports clubs are being run effectively, with a range of activities which are safe and accessible and improve the student experience;
 - 11.1.5 develop and expand the range of sporting events and activities to increase sports club membership and awareness, as well as support sports club fundraising and social sporting activity to improve student wellbeing;
 - 11.1.6 represent the views of sports clubs by assisting to appoint the Sport and Physical Activity Team and raise any issues to SPAT and the Sport Forum;
 - 11.1.7 encourage and support events and initiatives set up by sports clubs and promote them to the wider student body;
 - 11.1.8 recognise and encourage achievement from sports clubs and individuals by participating in decisions around student awards and recognition.

12. Vice President (Welfare)

- 12.1 The Vice President (Welfare) is responsible for ensuring that students at the University have support available to them and are aware of the campaigns and services they can access at the Union and University. The Vice President (Welfare) shall:
- 12.1.1 undertake campaigns to raise awareness and provide support around the mental wellbeing of students;
 - 12.1.2 support Union activities around mental, physical and sexual health and engage with students around their personal wellbeing;
 - 12.1.3 promote and ensure a diversity of students from all backgrounds are aware of and making use of appropriate welfare support services both at the Union and University;
 - 12.1.4 liaise with staff at the Union and University to provide feedback and suggestions on improving the wellbeing services for students;
 - 12.1.5 liaise with minority and liberation groups to ensure students are not being disadvantaged and to encourage diversity and equal opportunities;
 - 12.1.6 engage with organisations and campaigns outside the Union around liberating students and supporting student wellbeing.