

BYE-LAW 3 – Non-Sabbatical Job descriptions

- B3.1** University Council Rep x 2 positions
- B3.1.1 To be responsible for representing the views of students at University Council
 - B3.1.2 Have full voting rights at University Council
 - B3.1.3 Conduct pre-University Council research from Union Council
 - B3.1.4 Report back to Union Council on any matters discussed at University Council
 - B3.1.5 To sit on the following Lancaster University Students' Union Committees:
 - B3.1.5.1 Union Council
 - B3.1.6 To sit on the following University Committees/Working Parties:
 - B3.1.6.1 University Council
 - B3.1.7 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.2** Officer for Students with Disabilities
- B3.2.1 The position of Students with Disabilities can only be contested by candidates who self define as disabled.
 - B3.2.2 To be responsible for representing the views of students who self define as disabled.
 - B3.2.3 To have control of the allocated Students with Disabilities Budget in line with the financial regulations and the structures of the union.
 - B3.2.4 To liaise with the college Equal Opps Officers, Disability Officers and the LUSU Equal Opps officers, the sabbatical Ed and Welfare and Women's Officer.
 - B3.2.5 To sit on the following Lancaster University Students' Union Committees:
 - B3.2.5.1 Union Council
 - B3.2.5.2 Equal Opps
 - B3.2.5.3 Women's Campaign Committee
 - B3.2.5.4 Anti Fascist Committee
 - B3.2.5.5 LU Access Working Group
 - B3.2.5.6 LU Disability Network
 - B3.2.6 To convene the 'students with disabilities' forum a minimum of three times a term.
 - B3.2.7 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and

to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.

B3.3 Welfare Campaigns Officer

B3.3.1 To be responsible for running campus wide campaigns in conjunction with the Sabbatical Ed and Welfare officer and the college officers.

B3.3.2 To sit on the following Lancaster University Students' Union Committees:

B3.3.2.1 Union Council

B3.3.2.2 Equal Opps

B3.3.2.3 Women's Campaign

B3.3.2.4 Welfare Committee

B3.3.3 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.

B3.4 Athletic Union Non-Sabbatical

B3.4.1 To be responsible for representing students who take part in sport at Lancaster University.

B3.4.2 To liaise with the Athletic Union President and assist if required.

B3.4.3 Be the public face of the Athletic Union when the AU President is not available.

B3.4.4 To sit on the following Lancaster University Students' Union Committees:

B3.4.4.1 Union Council

B3.4.4.2 Roses Committee

B3.4.4.3 Lancashire Cup Committee

B3.4.5 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.

B3.5 Faculty Representatives: Arts & Social Sciences, Science & Technology, Management School

B3.5.1 Candidates must be on a degree scheme in the faculty in which they represent. They must be nominated and seconded by members of the Faculty.

B3.5.2 To be responsible for representing the views of the students in your faculty.

B3.5.3 To liaise with the course representatives, the other faculty representatives, LUSU Academic Affairs and the LUSU Sabbatical Education and Welfare Officer.

B3.5.4 Take part in and help to co-ordinate the annual Course Representative Training.

- B3.5.5 To actively be involved in any Education Campaigns run by the Union.
- B3.5.6 To sit on the following Lancaster University Students' Union committees:
 - B3.5.6.1 Union Council
 - B3.5.6.2 Academic Council
- B3.5.7 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.6** Block of Six-Officer without portfolio (Six Positions)
 - B3.6.1 To be responsible for representing the general views of Lancaster University Students.
 - B3.6.2 Actively be involved in running campus wide campaigns in any areas of interest.
 - B3.6.3 To sit on the following Lancaster University Students' Union committees:
 - B3.6.3.1 Union Council
 - B3.6.3.2 Academic Council
 - B3.6.4 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.7** Green Officer
 - B3.7.1 To be responsible for promoting environmental and social ethical awareness within the Union, including running campus wide awareness campaigns
 - B3.7.2 To convene Environment Committee meetings at least five times a term.
 - B3.7.3 Liaise with the Environmental Co-ordinator and the General Secretary.
 - B3.7.4 Support the College Environmental Officers
 - B3.7.5 To have control of the allocated Green Officer Budget in line with the financial regulations and the structures of the union.
 - B3.7.6 Help to co-ordinate One World Week.
 - B3.7.7 To sit on the following Lancaster University committees:
 - B3.7.7.1 Landscape Working Group
 - B3.7.8 To sit on the following Lancaster University Students' Union committees:
 - B3.7.8.1 Union Council
 - B3.7.8.2 Values and Ethics
 - B3.7.8.3 Environment Committee

- B3.7.9 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.8** LGBT Officer
- B3.8.1 The Candidate for the LGBT must self-define as LGB or T.
- B3.8.2 To be responsible for co-ordinating the activities of the LGBT committee
- B3.8.3 Organise the Association's Welfare and Support services, including his/her weekly (during term time) office hour and provision of sexual health products.
- B3.8.4 Act as the primary point of contact for the Association.
- B3.8.5 Co-ordinate liaison between the Association and LUSU, college JCRs, University authorities, police, NUS and other external organisations as necessary.
- B3.8.6 Co-ordinate the Association's mailings to its membership.
- B3.8.7 Manage the Associations electronic mail and post.
- B3.8.8 Report on the Association's behalf as required by LUSU.
- B3.8.9 Manage and publish the association's Bank account
- B3.8.10 Co-ordinate the network of college LGBT liaison representatives.
- B3.9** Non-Sabbatical Women's Officer
- B3.9.1 The Position of Non-Sabbatical Women's Officer can only be contested by women candidates.
- B3.9.2 Liaise with Sabbatical Women's Officer on the running of relevant campus wide campaigns. Hold at least one office hour per week.
- B3.9.3 To sit on the following Lancaster University Students' Union committees:
- B3.9.3.1 Union Council
- B3.9.3.2 Women's Campaign Committee
- B3.9.3.3 Equal Opps
- B3.9.4 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.10** International Students Officer
- B3.10.1 To be responsible for representing the views of international students at Lancaster University.
- B3.10.2 To have control of the allocated International Students Budget in line with the financial regulations and the structures of the union.

- B3.10.3 Hold at least one office hour per week. Liaise with the International Students and Money Adviser, the Sabbatical Ed and Welfare Officer and the International Office.
- B3.10.4 To Convene the International Students Forum.
- B3.10.5 To sit on the following Lancaster University Students' Union Committees:
 - B3.10.5.1 Union Council
 - B3.10.5.2 Equal Opps
 - B3.10.5.3 Welfare Committee
 - B3.10.5.4 Women's Campaign Committee
- B3.10.6 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.11 Societies Council Chair**
 - B3.11.1 To be responsible for representing the views of the Societies registered with Lancaster University's Students' Union.
 - B3.11.2 To Convene Societies Management Committee.
 - B3.11.3 To Chair Societies Council at least once a term.
 - B3.11.4 Organise the distribution of Additional Grant Funding.
 - B3.11.5 To sit on the following Lancaster University Students' Union Committees:
 - B3.11.5.1 Union Council
 - B3.11.5.2 Societies Council
 - B3.11.6 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting
- B3.12 Race Relations Officer**
 - B3.12.1 To be responsible for making the Union aware of arising or current inter-racial issues.
 - B3.12.2 To have control of the allocated Race Relations Budget in line with the financial regulations and the structures of the union.
 - B3.12.3 To convene and chair the Race Relations forum a minimum of two times a term.
 - B3.12.4 To sit on the following Lancaster University Students' Union Committees:
 - B3.12.4.1 Union Council
 - B3.12.4.2 Equal Opps
 - B3.12.4.3 Welfare Committee
 - B3.12.4.4 Women's Campaign Committee

- B3.12.5 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.13** Mature Students Officer
- B3.13.1 To be responsible for representing the views of mature students at Lancaster University.
- B3.13.2 To consult regularly with part-time students to ensure suitable representation and bring forward any issues affecting part-time students to Lancaster University Students' Union Council and carry out action as deemed necessary by LUSU Council.
- B3.13.3 To have control of the allocated Mature Students Budget in line with the financial regulations and the structures of the union.
- B3.13.4 To sit on the following Lancaster University Students' Union Committees:
- B3.13.4.1 Union Council
- B3.13.5 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.14** Academic Affairs Officer
- B3.14.1 To be responsible for representing the academic views of the Union in conjunction with the Sabbatical Ed and Welfare
- B3.14.2 To convene and Chair at least two Academic Council per term.
- B3.14.3 To liaise with the Faculty Reps, College VPs and Ed and Welfares and the Sabbatical Ed and Welfare.
- B3.14.4 Take part in and help co-ordinate the annual Course Rep Training.
- B3.14.5 To sit on the following Lancaster University Students' Union Committees:
- B3.14.5.1 Union Council
- B3.14.5.2 Academic Council
- B3.14.6 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.15** Chief Returning Officer
- B3.15.1 To be responsible for ensuring all elections/referenda are conducted fairly and do not contravene the appropriate election rules. The CRO may make fines or disqualifications as appropriate.
- B3.15.2 To investigate any complaints relating to the election/referenda process as appropriate.

- B3.15.3 To chair LUSU hustings event making rulings as appropriate
- B3.15.4 To oversee the operation of the count for each election/referenda
- B3.15.5 To chair Election Sub-Committee
- B3.15.6 To sit on the following Lancaster University Students' Union Committees:
 - B3.15.6.1 Union Council
 - B3.15.6.2 Election Sub-Committee
- B3.15.7 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting
- B3.16** Postgraduate Students Representative (2 positions)
 - B3.16.1 To be responsible for representing the views of Postgraduate students at Lancaster University.
 - B3.16.2 To consult regularly with graduate students to ensure suitable representation and bring forward any issues affecting graduates to Lancaster University Students Union
 - B3.16.3 Council and carry out action as deemed necessary by LUSU Council.
 - B3.16.4 To sit on the following Lancaster University Students' Union Committees:
 - B3.16.4.1 Union Council
 - B3.16.5 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.
- B3.17** Part-time Students Officer
 - B3.17.1 To be responsible for representing the views of part-time students at Lancaster University.
 - B3.17.2 To convene the Part time and intercalating students' forum a minimum of two times a term.
 - B3.17.3 To consult regularly with part-time students to ensure suitable representation and bring forward any issues affecting part-time students to Lancaster University Students' Union Council and carry out action as deemed necessary by LUSU Council.
 - B3.17.4 To sit on the following Lancaster University Students' Union Committees:
 - B3.17.4.1 Union Council
 - B3.17.4.2 Part- time and intercalating student forum.
 - B3.17.5 To uphold and adhere to the Union Constitution and act at all times in full pursuance of the Union's aims and objectives and to carry out other duties as appropriate and as directed by the Union Council or Union General Meeting.