

Officers of The Association Schedule

1. General

- a. This Schedule exists to provide guidance on the general and specific duties of the Officers of The Association.
- b. Areas of responsibility are described relating to each Officer, however, are not intended to be detailed or exhaustive.
- c. If a query arises regarding the responsibility of a Committee or individual Officer, this shall be interpreted by the President or Policy & Democracy Officer, where appropriate.

2. General Duties

a. Trustees

- i. To act in a manner consistent with the Constitution of the Association.
- ii. To ensure appropriate control and direction of the Association's management and administration.
- iii. To ensure resources are deployed in a way that is consistent with the furtherance of the charitable purposes of the Association.
- iv. Provide accountability for decision making and use of funds, and meet the needs of the membership in doing so.
- v. To assess and manage risk, and ensure the long-term financial viability of the Association.
- vi. To annually approve and amend the finance regulations, annual budgets and strategic plans of USSA, as well as approving Association auditors and other such appropriate external consultants.
- vii. To uphold and adhere to the Executive Code of Conduct, agreed by the Executive at the beginning of their term in Office.

b. Executive Officers

- i. Represent the interests of the student body to the appropriate internal and external bodies.
- ii. Ensure the Executive Officers as individuals, and the Association as a whole, adheres to the Education Act 1994 and any other relevant legislation.
- iii. Be available for consultation with the student body, both formally and informally, and represent their interests appropriately.
- iv. Provide overall political management of the Association.
 - v. To hold standing policy as a binding document, and fully and effectively carry out its mandates.
 - vi. Adhere to, and ensure implementation of, the Association's Equal Opportunities policy.
 - vii. Chair the relevant Forum and via this, ensure the organisation and implementation of relevant campaigns, events, and materials
- viii. Familiarise themselves with, and ensure adherence to, appropriate operational policies, including, but not limited to, health and safety, and financial procedures.
- ix. Attend all appropriate training events and conferences to ensure familiarity with their role, and the current issues affecting students.
 - x. Attend all meetings of the Trustee Board, Policy Council, Question Time and relevant Forum.
 - xi. To uphold and adhere to the Executive Code of Conduct, agreed by the Executive at the beginning of their term in Office.
- xii. Act as otherwise directed by the President.

c. Vice Chairs

- i. Support the work of the Chair for their particular Forum.

- ii. Contribute to the development of policies, campaigns & events.
- iii. Attend Policy Council, Trustee Board and Question Time as well as all meetings of their Forum & Forum Committee.

3. Executive Roles & Responsibilities

a. President

- i. Be the overall chief representative and spokesperson of USSA; to the university, media, and external agencies and ensure that the Association maintains close links with the local and national community on issues of mutual concern.
- ii. Via the Chief Executive, ensure the smooth running of the Association, ensuring staff concerns and policies are dealt with appropriately and all relevant legislation is adhered to.
- iii. Be the chair of the Trustee Board, Executive Committee and Financial Oversight Committee.
- iv. Be responsible for overall financial and political management of the Association, including the presentation of the budget to University committees and signing contracts on behalf of the Association as appropriate.
- v. Coordinate the work of the Executive in setting the yearly strategic goals and objectives of the Association, along with USSA management.
- vi. Ensuring that the appropriate policies are implemented and adhered to for the effective and safe running of the Association.
- vii. Be responsible for all commercial events and publicity as well as ensuring the effective management and development of Association trading concerns.
- viii. Development and implementation of a commercial strategy which ensures wide access to commercial activity for all student groups and appropriate demographics.
- ix. Oversee the organisation of Fresher's Week and other such events in conjunction with the relevant officer(s).

b. Vice President Activities & Development

- i. Act as Clubs & Societies Convenor
- ii. Be responsible for the promotion of societies, student activities and general volunteering amongst the student body and ensure widened access, with the aim of encouraging increased participation.
- iii. Provide assistance, support and guidance to USSA volunteers, and provide them with the means to effectively carry out their roles.
- iv. Lead on policy development and implementation with regards to volunteering and involvement.
- v. Ensure that an effective strategy is in place for recruitment, retention, and reward, of student volunteers.
- vi. Actively promote the benefits of student activity and volunteering, and be responsible for its strategic direction.
- vii. Promote opportunities for personal development of members through extra and co-curricular activities.
- viii. Along with the appropriate clubs and societies, work on a fundraising and community engagement strategy, and ensure that the Association maintains a place of high esteem within the community.
- ix. Work with local partners to provide volunteering opportunities for our members in the community, providing mutual benefit as a basic premise for such activities.

c. Vice President Diversity & Advocacy

- i. Provide a lead on issues of students' rights and welfare, and represent these issues to the university and others as appropriate, including relevant campaigns, events and materials.

- ii. Ensure that all students receive the necessary advice, support and representation, regardless of background.
- iii. Take a lead on celebrating diversity within our membership and the wider community in every aspect of the Association's work as well as leading on the Association's Internationalisation agenda.
- iv. Ensure the implementation of, and adherence to, an effective equal opportunities policy.
- v. Oversee, and provide support to, the work of liberation and Faith & Belief groups, and ensure the provision of appropriate events for these groups and students throughout the year.
- vi. Ensure that the Association, its services, and publications are accessible to all students.
- vii. Ensure familiarity with current issues in students' welfare and rights, and provide materials on such issues to the general student body.

d. Vice President Education

- i. Be responsible for representing students on all academic matters to the university and other such bodies as appropriate.
- ii. Provide advice and support to students on matters of an academic nature as and when required.
- iii. Engage with national education agencies on areas of policy development and implementation.
- iv. Be responsible for Association policy on academic matters and education.
- v. Ensure the organisation and implementation of education related campaigns, events, and materials.
- vi. Be responsible for the provision, training, and running of an effective class representative system, and work with the appropriate bodies to this end.
- vii. Work with the appropriate local and national partners and agencies to formulate and implement effective widening participation and access strategies to Higher Education.
- viii. To empower students to enhance the quality of their learning & teaching experience.

e. Vice President Sports & Wellbeing

- i. Act as President of the USSA Sports Union, and promote the profile of the Sports Union, and general sporting activities, amongst the student body
- ii. Prepare and implement an effective strategy for increasing participation in, and widening access to, all sporting and physical activities.
- iii. Convene relevant Sports Union committees, and represent Strathclyde sporting interests to the university and national student sports bodies.
- iv. Oversee the financial management of the Sports Union, including the drafting of a Sports Union budget, and ensuring that club budgets are adhered to.
- v. Ensure that the Sports Union implements, maintains, and adheres to appropriate and relevant policy for the purposes of health and safety within sport.
- vi. Coordinate the work of Sports Union committees, and ensure the efficient and effective organisation of a Sports Union AGM.
- vii. Be responsible for the promotion and awareness raising of relevant health and wellbeing issues, and organise events, campaigns and materials to this end.
- viii. Organise and coordinate the annual Sports Fair, and other appropriate events throughout the year.