SABBATICAL: DEMOCRACY AND UNION DEVELOPMENT OFFICER

Term of Office

- The Sabbatical Officers term of office commences from 1st August until 31st July inclusive. Two weeks training will take place in July.

Sabbatical Responsibilities:

- Be the primary representative of student views to the University, local, regional and national bodies.
- Act as Trustees of the SU, ensuring all Union services and functions are relevant and have a positive impact on students.
- Regularly and proactively talk to all demographic groups of students.
- Feedback regularly and proactively to students about outcomes and impact of representation activity.
- Responsible for ensuring communication from entire Sabbatical team to membership.
- Act collectively and take collective responsibility.
- Abide by the Trustees Code of Conduct.
- Be accountable for manifesto pledges.
- Work within the law and Warwick SU's governing documents.
- Enact Governing documents, By-Laws and Policy.
- Work to embed community integration across the University community.
- Work to embed Warwick SU's values (democratic, independent, ethical, fun, informative, enriching and accessible).
- Ensure personal awareness of all other Sabbatical Officer’ activities.
- Provides student input by working with staff to ensure all services meet the needs of students.
- Be involved in the delivery of significant organisational activities such as Freshers’ period, Open Days etc.
- Work collaboratively with staff to deliver the SU’s Charitable objectives.
- Commit to reducing the Students’ Union environmental impact and promote environmental and ethical good practice.
- All duties to be carried out with due regard to the ‘Organisational’ policies on Health and Safety, Customer Care and Equal Opportunities.

Individual Responsibilities:

- Ensures policy decisions relating to Union services are implemented and that proposed policies relating to Union services are properly assessed for feasibility before reaching decision making bodies.
• Initiates, supports and ensures compliance with democratic processes, including Union Council, AGM, elections and referenda.
• Responsible for all democratic training, i.e. Council and Officer Training.
• Budget holder for democracy and representation budgets.
• Reports to the appropriate Union and University bodies on financial matters.
• Member of the SU’s Financial Planning Sub Committee, with responsibility for coordinating the Annual Allocation bid to the University.
• Conducts the appraisal of the Chief Executive with the President.
• Coordinates the Union disciplinary process.
• Responsible for collating and responding to students’ views on Union services through research and feedback (e.g. Big 5, Rant Week, Have Your Say, Union Development Committee).
• At a time of national elections and referenda to run a campaign encouraging students to vote.
• Responsible for increasing awareness of non-commercial Union events.
• Oversees Start of the Year publications; Editor of the Bubble, author of mass emails, Editor of the website.
• Oversight of the Union’s communications strategy.

**Union Committee/Bodies:**

• Board of Trustees
• Sabbatical Trustee to Finance and HR Committee (Chair)
• SUSW Board (Chair)
• Sabbatical Director to MSL Board
• Audit and Risk Committee (Observer)
• Commercial Performance Review (Chair)
• Disciplinary Committee (Chair)
• Membership Performance Review
• Sabbatical Meetings
• Staff Consultative Forum
• Student Council
• All Student Meetings

**University Committees:**

• University Council
• Buildings Committee
• SU Finance Sub-Group
• Finance and General Purposes Committee
• Students’ Union University Liaison Group
• University Rents Working Group