SABBATICAL:

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:

• The Sabbatical Officers are the primary representatives of the student body. They promote the interests of our members at institutional, local, national and international levels to win change and achieve direct benefits for students.

• Sabbaticals are responsible for ensuring that the mission statement, the aims, the Memorandum and Articles of Association and the policies of Warwick Students’ Union are upheld.

• Sabbaticals are Trustees of Warwick Students’ Union. As such they are responsible for:
  - Working collectively and with the Chief Executive and other senior staff to ensure that Warwick Students’ Union has a clear vision and strategy that recognises its values and meets the needs of its members,
  - Financial scrutiny of management action,
  - Monitoring and evaluating the performance of Warwick Students’ Union against targets and ensuring that it is focussed on achieving its vision,
  - Participating in recruitment panels,
  - Complying with good governance principles in finance, employment and the law, ensuring that guidance from relevant bodies is followed,
  - Managing and implementing projects in line with strategic plans and Union policy,
  - Applying Union policy to service provision by working with management,
  - Supporting all committees and part-time officers in carrying out their duties effectively,
  - Ensuring all stakeholders’ views are represented and needs considered,
  - Reporting regularly to Union Meetings on individual areas of responsibility and activity,
  - Communicating effectively with members within the Students’ Union,
  - Acting as a conduit for dialogue between students and their institution, the University of Warwick.

• To commit to reducing the Students’ Union environmental impact and promote environmental and ethical good practice.

• Provides a student input by working with staff to ensure our membership and commercial services meet the needs of students.
• The above duties to be carried out with due regard to the ‘Organisation’ policy on health and Safety, Customer Care and Equal Opportunities.

**Individual Responsibilities:**

• Main point of contact within the students’ union for all students on academic-related matters and concerns.
• Primary representative on all academic issues to the University.
• Providing academic support and representing those students, across Campus and our student population, who are least represented academically, including: Postgraduates, Lifelong Learning (i.e. part-time and 2+2 degree) students, Medical Students, Institute of Education students and students on non-main campus sites (i.e. Warwick HRI).
• Student-Staff Liaison Committee (SSLC) Coordinator, along with one further student and two further staff members (Chair).
• To update the Union’s Education Strategy on a yearly basis.
• Guiding students through University complaints and appeals procedures, alongside the work already done by the Union’s Student Advice Centre.
• Working on further developing and widening E-learning within the curriculum at the University.
• Working on further widening access and participation for all students in Education at Warwick University.
• Main point of contact for the University in the annual surveys, including, but not limited to: the Academic Satisfaction Review and the National Student Survey.
• Main point of contact for the Students’ Union to the Library, IT Services, Careers Service, Elab and the Learning Grid, and in working on developing these services for the student body.
• Keeping abreast of national HE issues and dissemination of information and action on these where deemed appropriate.
• Main point of contact for the Students’ Union to the Higher Education Funding Council for England (HEFCE) and other educational academies on educational issues (i.e. the National Student Survey).
• Takes the lead in supporting National HE Campaigns, often run by although not exclusive to the NUS, e.g. the national Fairer HE Funding Campaign.
• Assumes the role of President in his/her absence.

**Union Committee/Bodies:**

• Education Convention
• Board of Trustees
• Sabbatical Trustee to Audit and Risk Committee
• Commercial Performance Review
• Membership Performance Review
• Sabbatical Meetings
• Student Council
• International Students Association

**University Committees:**

• Board of Graduate Studies
• Academic Quality and Standards Committee
• Senate
• Resources SSLC (Chair)
• Students' Union and University Liaison Group
• UG Student-Staff Liaison Committee Coordinators
• Warwick Awards for Teaching Excellence Panel
• IATL Steering Group
• Board of Undergraduate Studies
• E-learning Steering Group
• Information Policy and Strategy Committee
• Collaborative Flexible Distributive Learning Group
• RE-invention Journal International Advisory Panel
• Other ad hoc working groups set up during any given year

**External Organisations:**

• The Aldwych Group