JOB DESCRIPTION

SABBATICAL:

PRESIDENT

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:**

- Primary Union representative and point of liaison on relevant University Committees.
- Ensure personal awareness of priority issues for students; good knowledge of HE sector issues nationally and locally including but not limited to HE funding, academic quality and welfare issues.
- Spokesperson for communications to all external bodies; lead officer for public relations – general contact for media (including University) via press releases.
- Primary individual responsible for initiating procedures to determine priority campaigns relevant to the whole student body and responsible for leading these campaigns. To conduct impact assessment of these campaigns.
- Line manager of the Chief Executive of the Students’ Union.
- Primary Officer with responsibility for staffing matters through the Chief Executive.
- Maintain the policy file and has final interpretation of the Memorandum and Articles of Association, Bye-Laws, Regulations and Policies.
- Chair of the Board of Trustees and therefore lead officer for governance matters within the Union.
- Primary point of contact to the National Union of Students’ (NUS), and delegate leader to NUS Conference.
- Propose or initiate research where required to fulfil student needs and to respond informatively to University consultations.
- Coordinate responses to consultation documents (nationally and locally).
- Member of the Students’ Union Financial Planning Sub Committee.

**Union Committee/Bodies:**

- Board of Trustees
- Sabbatical Director of MSL Board
- Sabbatical Trustee of Search and Nominations Committee
- Membership Services Review
- Commercial Performance Review
- Central Services Review
- Membership Performance Review
- Sabbatical Meetings
- Staff Consultative Forum
- Student Council
- Student Council Steering
- Various other ad hoc working groups
University Committees:

- Finance and General Purposes Committee
- Senate
- Senate Steering Committee
- Student Rents Working Group
- Students' Union and University Liaison Group
- Warwick Sport Management Group
- International Committee
- Dispersement Group
- Carbon Challenge Group
- Environment and Amenities Group
- Other ad hoc working groups set up during any other given year

Other External Bodies:

- Aldwych Group