SABBATICAL: SOCIETIES 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:**

- Point of contact and support for all society executive members, provide advice and guidance, referring to appropriate services when required.
- Responsible for promoting and supporting societies activities.
- Responsible for society related policy decisions and contributing to long-term strategy concerning societies and student development.
- Meet with societies to determine strategic development needs and ensure members get value for money and societies are sustainable.
- Assign society budgets.
- Budget holder for Societies Federation Budgets.
- Advisor for those wishing to set up new societies.
- Advisor of best practice for existing societies.
- Societies Fair and Society Awards Coordinator.
- Responsible for coordination of training for society executive members and all students.
- Involvement in Event Planning Committee, providing support for students delivering events and ensuring events are financially robust.
- Support for all large student run events (outside of themed weeks).
- Responsible for assisting with charity collections on campus and supporting of RAG.
- Responsible for the development of the Union’s Media Societies.
- Leads the recruitment process for the One World Week Coordinator and the Arts Festival Coordinator.
- Primary point of contact with the University Careers Service on all areas of their work.
- Responsible for the development and maintenance of the content of Societies and Exec webpages.
- To work with and support the Societies Committee.
- Primary responsibility for the HEAR (Higher Education Achievement Record).
- Primary point of contact with Warwick Volunteers.
- Liaison with DARO (Development and Alumni Relations Office) on developing funding for society and student development activity.

Jointly responsible with the Sports Officer for:

- Student development policy decisions and contributing to its long-term strategic development.
- Promoting opportunities for student development to Warwick students.
- The accountability of Student Development and Student Activities.
- Contributing to the development of strategies to enhance employability for Warwick students.
Union Committee/Bodies:

- Board of Trustees
- Commercial Performance Review
- Event Planning Committee
- Health and Safety Committee
- Membership Performance Review
- Sabbatical Meetings
- Societies Committee
- Student Council

University Committees:

- SULG
- Warwick Arts Centre Board
- Lord Rootes Memorial Fund Committee
- Westwood Community Cohesion Working Group