**STUDENTS’ UNION JOB DESCRIPTIONS**

* 1. **Site President**

 Who shall be a member and chair (on a rotating basis) of the Students’ Union Executive Committee.

1. Raise awareness of all major activities, development and communications that take place within the Students’ Union and across college.
2. Develop, with the Executive Committee, a rolling plan of events and activities and promote these to students across all college campuses.
3. Be jointly-responsible for preparing an operational plan for the year ahead.
4. Organise and Chair the Students’ Union Executive Committee on a rotating basis.
5. Attend and participate in any other meetings as requested.
6. To make it a priority to be highly-visible at their site on a regular basis to promote the Students’ Union, plus its events and activities.
7. Actively promote and run relevant campaigns supported by the Students’ Union Executive Committee.
8. Actively encourage students to volunteer at the college open evenings.
9. Meet with the senior college management to discuss student feedback.
10. Be responsible for preparing an end-of-year report for the Corporation Board regarding all activities.
11. Give presentations such as Students’ Union inductions and tutorials.
12. Be able to plan and manage your time effectively and efficiently.
13. Interact with students and staff at all levels.
14. Help run clubs and societies across college.
15. Bring in new ideas supported by the Students’ Union Executive Committee.

p) Actively promote and sell the TOTUM (formerly NUS Extra) discount cards.

q) Create and develop ways in which the Students’ Union’s reputation and understanding can be increased within the college and the wider community.

**2.2 Other Responsibilities**

1. To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including British Values, the Prevent agenda, Equality and Diversity policies and procedures, Healthy College ethos and attend training as requested.
2. To apply the college’s own safeguarding policy and practices and attend training as requested.
3. To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
4. To present and promote an appropriate public image in representing the college.
5. To undertake any other duties as may reasonably be required commensurate with the post.

**2.3 Site Vice-President**

Who shall be a member of the Executive Committee; and shall:

1. Work with and support the Students’ Union Site President on their campus.
2. In conjunction with the Site President, be responsible for dealing with students’ concerns and general feedback.
3. Maintain contact with student representatives over the year and forward their views and concerns to the correct college stream, including the Site President;
4. Attend various meetings and committees in the Site President’s absence.
5. Chair the Students’ Union Executive Committee in the Site President’s absence.
6. Work with the Students’ Union Executive Committee in planning events and activities such as fundraising.
7. Act reasonably and prudently in all matters and in the best interests of the union.
8. Support the Students’ Union in hosting clubs and societies.