

Bye-law 3a: Sabbatical Officers

All Sabbatical Officers of the Union will be elected in accordance with Bye-Law 4: Elections

1. Collective Responsibility

1.1. All Sabbatical Officers of the Students' Union have a collective responsibility for the following:

- 1.1.1. Representing students from across the University;
- 1.1.2. Liaising closely with their allocated school(s) of study;
- 1.1.3. Supporting student representatives and SCOs in their partnered schools of study;
- 1.1.4. Proactively gathering student views and use evidence to support representational activities;
- 1.1.5. Working across the University for an equal and inclusive campus
- 1.1.6. Supporting a range of student-led activities and campaigns;
- 1.1.7. Working with the Trustee Board and the General Manager to provide feedback on the strategic direction of the Students' Union, ensuring that it is relevant to students.

2. Employment and Remuneration of Sabbatical Officers

- 2.1. Sabbatical Officers are employees of the Union and no Sabbatical Officer may continue in post should they have been dismissed as an employee of the organisation.
- 2.2. Any case involving misconduct or gross misconduct by a Full Officer shall be handled in accordance with the relevant Union and/or disciplinary procedures for employees.
- 2.3. Sabbatical Officer remuneration will be agreed once a year by the Board of Trustees (any trustees who are eligible to stand for election in that year are excluded from this decision).
- 2.4. Conviction in a criminal court for a serious offence and/or leading to imprisonment.
- 2.5. Conviction in a criminal court for a fraudulent act or of theft.

3. Officer Trustees

- 3.1. The Sabbatical Officers shall be the Officer Trustees of the Union.
- 3.2. Sabbatical Officers shall begin their term in office on June 1st and shall have a transitional period of employment lasting no more than 10 working days prior for the purpose of training.
- 3.3. For the avoidance of doubt these roles will be major office holders for the consideration of the 1994 Education Act and no individual can hold a Sabbatical position for more than two years in total.

3.4. Officer Trustees shall all be directors of the University of Hertfordshire Students' Union. Officers may also be appointed directors of the Students' Unions subsidiary companies.

3.5. The Trustee Board will appoint an Officer Trustee to serve as Student Governor of the University of Hertfordshire.

In addition to the above, the following is an indicative role description for each position, although it should be noted that this is not an exhaustive role description and Sabbatical Officers may be mandated to undertake other priorities by Student Council.

3.6. The President is responsible for:

3.6.1. Acting as the lead officer of the Students' Union, responsible for working with the University to ensure that students views are represented at the highest level within the University.

3.6.2. Championing the development and implementation of the Union's campaign strategy.

3.6.3. Acting as the lead officer for the Students' Union's democratic functions, ensuring they are open and effective as accountability tools and ensuring that policy and mandates from members are acted on within the Students' Union.

3.6.4. Acting as the lead officer on the development of the employability of students, including working with the Careers service to champion employability throughout the University.

3.6.5. Acting as lead officer feeding back on the Students' Union finances and accounts.

3.7. The Vice President Activities is responsible for:

3.7.1. Acting as the lead officer for the Students' Union's development of recreational activities, including societies, student media, volunteering, RaG and campus events, ensuring that these are relevant to the membership, are supported and continue to be developed.

3.7.2. Acting as the lead officer for the Athletic Union and other sports and social activity provided by the University of Hertfordshire and Students' Union, ensuring that students are represented in the development and implementation of the University sports strategy.

3.7.3. Championing student groups and extracurricular opportunities, promoting the many benefits of taking part.

3.7.4. Supporting projects throughout the University and Union related to reward and recognition for participation in student development activities.

3.8. The Vice President Community is responsible for:

3.8.1. Acting as the lead officer for all community matters, including the development of a community of students; supporting student liberation groups, commuting students and developing volunteering opportunities.

- 3.8.2. Acting as the lead officer for non-academic welfare and support provision including working with the local authority and other community organisations on activities such as crime prevention and undertaking activities in the local community.
 - 3.8.3. Acting as the lead officer for engaging with the Union's Part-time Officers, supporting their campaigns and bringing the rest of the Sabbatical team together to support the work of the Part-time Officers.
 - 3.8.4. Acting as the lead officer for engaging with the University's and Union's services and subsidiary companies (for example, the Union's and/or University's catering and retail provisions, entertainments provisions and bus services), ensuring that student feedback is considered in the development and delivery of these services.
- 3.9. The Vice-President Education is responsible for:
- 3.9.1. Acting as the lead officer on academic issues throughout the University, championing student involvement in educational policy development and academic quality matters (for example, learning and teaching and feedback and assessment) with responsibility for communicating student views and interests.
 - 3.9.2. Gaining feedback through various channels on all academic matters. Acting as the lead officer for liaison on academic projects such as the survey framework, academic quality matters and other relevant matters.
 - 3.9.3. Acting as the lead officer in the Student Rep system, supporting other Sabbatical Officers in their interactions with Student Reps and SCOs and supporting Student Reps and SCOs in their work throughout the schools.
 - 3.9.4. Acting as the lead officer in representing students' views in educational support services (for example, the library and computing services).
 - 3.9.5. Championing student feedback and a culture where students are seen as partners in their education.
- 4. Amendments to this Bye-Law**
- 4.1. Should this Bye-Law be amended or repealed, the current job descriptions which were valid at the time of election for the posts of the current Elected Officers shall remain valid for the term of office which these officers are set to hold. It is therefore advisable that any changes to this Bye-Law are made at the earliest possible time in the academic year.