

Bye-law 3b: Part-time Officers

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

1. Collective Responsibility

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

- 1.1.1. Liaising closely with their allocated school(s) of study;
- 1.1.2. Supporting student representatives and SCOs in their partnered schools of study;
- 1.1.3. Proactively gathering student views and use evidence to support representational activities;
- 1.1.4. Supporting a range of student-led activities and campaigns;

2. Part Time Officers

2.1. There will be part time officers elected to represent:

- 2.1.1. Each recognised School of Study;
- 2.1.2. Post Graduate Research Students; and
- 2.1.3. Each recognised college of the Hertfordshire Higher Education Consortium.

2.2. In addition to the duties set out below, all Part Time Officers are required to:

- 2.2.1. Attend any training provided by the Union;
- 2.2.2. Attend Student Council;
- 2.2.3. Attend the Union's Executive Committee; and
- 2.2.4. Promote key calendar dates and events relating to their role, including the Student Ideas Forum.

2.3. School Officers, including Post Graduate Research Students shall:

- 2.3.1. Proactively seek and gather the views of students within their School;
- 2.3.2. Feedback students' views and opinions to the Students' Union and University;
- 2.3.3. Attend Academic Assembly's;
- 2.3.4. Implement policy as mandated to by the Student Council;
- 2.3.5. Support and promote campaigns and policies relevant to your School; and
- 2.3.6. Work with and support Student Representatives within your School;

2.4. College Officers shall:

- 2.4.1. Proactively seek the views of Higher Education students and feedback this back to the Students' Union and college;
 - 2.4.2. Champion the Student Rep System within their college;
 - 2.4.3. Campaign for change and promote opportunities for students to engage with Students' Union change campaigns; and
 - 2.4.4. Implement policy as mandated to by the Student Council;
- 2.5. The above job descriptions are not an exhaustive list of duties and responsibilities and from time to time, Elected Officers may be required to take on additional duties relevant to their role.
- 2.6. Part Time Officers will assume office 10 working days following their election.

3. NUS Conference Delegate

- 3.1. NUS Conference Delegates will represent the views of University of Hertfordshire students to the annual NUS Conference. NUS Conference Delegates should:
 - 3.1.1. Attend training prior to NUS Conference and ensure they are aware of motions and policy that will be debated;
 - 3.1.2. Report back at the first Student Council following NUS Conference on what was debated and how this affects students.

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.