



Graduate Union Establishment of the Vice-President

1. Job description

The Vice-President shall:

- a. report to the President, and with the Executive Committee assist the President with the implementation of Policy;
- b. be the principal officer of the Union for:
 - i. community building and student experience,
 - ii. the provision of services and facilities to the Members,
 - iii. collaboration with external organisations, and
 - iv. furthering the Union's objects through organising events in accordance with Clause 5.3 of the Constitution;
- c. be the Chair of the Executive Committee in accordance with [ref to Schedule B], lead the activities of the Part-time Officers, and facilitate effective communication between the Part-time Officers, the Sabbatical Officers and the Trustees;
- d. be, or appoint a deputy to act as, the secretary of the Council;
- e. seek to involve as many Members in the activities of the Union as possible, and facilitate effective communication between the Union and its Members;
- f. ensure that the Union retains the confidence of as many Middle Combination Rooms as possible, by communicating with the officers of these bodies, and by making the relevant Officers of the Union aware of any dissatisfaction or areas of concern and thereafter taking remedial action;
- g. engage with and support the work of the officers of the Affiliated Common Rooms, and the graduate members of the Councils of the Schools, the Faculty Boards, and similar bodies within Departments and Institutes, and involve them in the work of the Union;
- h. engage with and support the work of any societies or organisations relevant to graduate students of the University where this furthers the objects of the Union;

- i. be a member of the of the Students' Unions' Advice Service team but not undertake casework;
- j. normally serve as the Returning Officer for the election of the President, and in this capacity ensure that this election is undertaken and administered in accordance with the Constitution and Schedules;
- k. arrange or conduct training for incoming Presidents and Welfare & Rights Officers, after having taken advice from the outgoing Officers; and
- l. at the direction of the President, attend or serve as a member of any University or inter-Collegiate bodies to represent graduate students' views and Policy, and report back to the Union.

2. Eligibility

All those eligible to stand for the role of the President will be eligible to stand for the role of the Vice-President, and all those eligible to vote in an election for the President will be eligible to vote in the election of the Vice-President.

3. Contract and term

Subject to the alteration of the dates for the term of office, the contract of the Vice-President (including the salary) will be the same as that of the President.

The term of the Vice-President shall be 1 January to 31 December.