

Vice President Welfare Role Description

Queen Mary Students' Union is a democratic membership organisation that is the voice of all Queen Mary students. The Students' Union ensures that the University and the wider community are listening to what students need and works together to improve students' experience. The Students' Union is led by students across Queen Mary University of London. All students at Queen Mary University of London are automatically members of the Students' Union

The Vice President Welfare sits within the Sabbatical Team in the Students' Union. The Sabbatical team made up of six officers, which include the President, Vice President Welfare, Vice President Communities, Vice President Humanities and Social Science, Vice President Science and Engineering and Vice President Barts and The London. Members of the team work closely with staff across the Students' Union and with other student representatives to ensure the views and needs of our membership are represented.

This is a key role within the Students' Union with principal responsibility for devising and leading the organisation's work to involve students on welfare issues, ensuring that their views are represented to the University and beyond. Welfare initiatives include, but is not limited to, affordable housing, finance, mental health and security on campus and local area. As a Sabbatical Officer, you will also be a member of the Queen Mary Students' Union Trustee Board, overseeing the financial, legal and strategic activity of the organisation.

Responsibilities:

- Lead on the development of policy and campaigning positions that support the Students' Union ongoing activity on welfare issues including student safety, mental and physical health and wellbeing.
- Represent students at all levels of study to the University and beyond across a range of issues, contributing to and influencing the University's welfare provision, policies and strategies both through participation in committees and more informal meetings with key University staff.
- As Trustee: attending the Board of Trustees, ensuring the Union is compliant with the law, Articles of Association and Byelaws. Governing it as well as making sure the Union is financially stable, efficient and sustainable
- Contribute to and influence the University's welfare provision, policies and strategies both through participation in committees and more informal meetings with key University staff, to ensure that student interests are effectively represented.
- Liaise and work with external and internal stakeholders, including Students' Union members and staff, Queen Mary University of London and external organisations such as the National Union of Students (NUS) to successfully deliver projects, policy and campaigns.
- Ensure that members of the Students' Union are engaged with and involved in developing and implementing your projects, policies and campaigns, consulting with students to represent their views and act on issues affecting them.
- Work closely with the other Sabbatical Officers on campaigns, including working closely with Vice President Communities on welfare issues that affect liberation groups, and other student communities. Some of these may relate to Sabbatical Officers' objectives, but many are often reactive, depending on issues that arise throughout the year.

- Work closely with the other Sabbatical Officers on campaigns. Some of these may relate to Sabbatical Officers' objectives, but many are often reactive, depending on issues that arise throughout the year.
- Uphold and advance the reputation of the organisation, attending and speaking at Queen Mary, University of London events and ceremonies as appropriate e.g. welcome talks, open days and graduation.
- Sit on any academic or disciplinary panels as required on behalf of the University.

Responsibilities as a Trustee:

- You will play a significant role in governance of the organisation, helping to give the organisation strategic direction through actively participating in Board meetings and monitoring the implementation of decisions taken by the board.
- You will ensure that the organisation complies with its constitution, charity law, company law and other relevant legislation.
- You will monitor and assess the organisation's work in relation to the agreed strategy and budget

Training:

Extensive training and support will be provided to ensure that you are fully equipped for the role. Training is provided by the Students' Union and NUS. Newly elected Sabbatical Officers are required to attend the changeover and induction period which takes place during the final two weeks of July and is followed by further training during the summer period. Union Staff will support you in your role. Newly elected Sabbatical Officers should check with Students' Union staff prior to making summer vacation arrangements as a lot of training is scheduled over the summer period. Additional training and ongoing support is provided throughout the academic year.

Key Relationships:

- Students' Union: Sabbatical Officers, Senior Management Team, Representation and Democracy Department, and Communications and Marketing Team
- Members: Student representatives, particularly those who sit on Welfare Board, and students in general.
- University: Principal, Head of Student Wellbeing, Heads of DDS, Advice and Counselling Service, Student Life team, Senior University Management and staff at all levels, particularly those whose roles impact on student welfare.
- External Organisations: National Union of Students' (NUS) Officers; national and local student media and your counterparts at other institutions.
- Any other meetings or groups deemed appropriate.

Skills you will develop

- Chairing meetings
- Leadership
- Leading and developing campaigns for change
- Knowledge of equality and diversity and welfare issues
- Negotiation, Persuasion & Communication
- Project Management
- Public Speaking
- Team Working
- Time Management

Contract

- Salary: circa £26,000
- Duration: Fixed term – 12 Months, you can take a break in studies, or start on completion of your studies. Executive Officers will start on mid-July 2020 (TBC), for a full training programme, during which time Executive Officers will be paid student staff rate. An Executive Officer officially takes office from 1st August 2020 to 31st July 2021.*
- Location: Based in Mile End Students' Union Hub, The post holder may be required to work at or from any of the QMUL Campuses
- *If an Executive Officer has educational commitments, which extend past this date, appropriate arrangements may be made between the Executive Officer, their school and the Students' Union to adjust these dates.

Additional information about being a Trustee of QMSU

The Board of Trustees has overall responsibility for the management and administration of the Students' Union, which is delegated on a day-to-day basis to the Chief Executive Officer and the Students' Union staff team.

The role of Trustee is threefold; to provide leadership to the Students' Union through governance, to be the strategic partner for the Students' Union management and fulfil their responsibilities under the law in safeguarding the Students' Union's resources. The Trustees have ultimate liability for the Students' Union.

Membership of the Board of Trustees

- The Board of Trustees has 12 members, some of which are existing students, some are the Executive Officers and some are external to the Students' Union and its membership.
- The membership of the Board of Trustees includes:
- 6 Sabbatical Trustees (elected)
 - These are the President and five Vice Presidents of the Students' Union.
- 6 Student Trustees (elected)

- These are elected on two year terms and must be fulfilled by a current student. If someone stops being a student during those two years they will no longer be a member of the Board of Trustees.
- 6 External Trustees (appointed)
 - These are people external who are external to the Students' Union and its membership and are recruited for their expertise.

Responsibilities of the Board of Trustees

- The responsibilities of the Board of Trustees are to:
- Ensure that the Students' Union has a clear vision, mission and strategic direction and is focused on achieving these.
- Be responsible for the performance of the Students' Union and for its behaviour.
- Ensure that the Students' Union complies with all legal and regulatory requirements.
- Act as guardians of the Students' Union's assets, both tangible and intangible, taking due care over their security, deployment and proper application.
- Ensure that the Students' Union's governance is of the highest possible standard.

What is a Trustee?

The information below outlines the responsibilities you would have as a Sabbatical or Student Trustee of the Students' Union. To run for any Trustee position you need to complete a Trustee declaration form, this is included with the nomination form.

- Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.
- (1) Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Compliance – Trustees must:

- (2) Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- (3) Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- (4) Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- (5) Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence – Trustees must:

- (6) Ensure that the charity is and will remain solvent.
- (7) Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- (8) Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

- (9) Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care – Trustees must:

- (10) Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.
- (11) Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.
- For further information on being a Trustee please visit <http://www.charitycommission.gov.uk>