

Introduction

The Guild's Full-Time Officers are elected each year by students at the University of Birmingham. Once elected, Full Time Officers are Trustees and employees of the Guild of Students and receive a salary for the 12 months they are in office. Full Time Officers provide day-to-day political leadership of the organisation, as well as being Trustees of the Guild as a registered charity. Beginning in the summer following their election, they receive a full programme of induction and training from the Guild, the University, and with national bodies such as the National Union of Students (NUS). Full Time Officers role descriptors are outlined in the Bye-Laws of the Guild of Students which are approved by the Trustee Board and University Council on an annual basis.

Role Descriptors - All Officers

- Promote the Guild and its work to all students by participating fully in Guild organised activities.
- Work to ensure Guild communications, events and activities are accessible and inclusive to all students.
- Work with other Officers to campaign on key student issues.
- Attend all relevant committee meetings as required.
- Actively attend, participate in and represent students on relevant university committees as required.
- Represent students in academic appeals and mitigations.
- Represent students at relevant national events.
- Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
- Involvement in making relevant decisions regarding the resources of the Guild of Students as required.
- Oversee the Guild's effectiveness as a campaigning organisation
- Be a Trustee of the Guild of Students.
- Be ultimately accountable for the Guild of Students complying with the provisions of the Byelaws and adhering to changes made through the Member's Democratic Process, particularly where relevant to their Officer portfolio.

President

As Chair of both the Full Time Officer Group and the Guild Officer Group, the President shall act in a leadership role and be responsible for supporting each Full-Time Officer in their role. The President is also responsible for ensuring the effective co-operation and communication within the Officer Team, mediating any disputes when they arise.

- Ensure that the Guild of Students maintains a productive working relationship with the University, community decision makers and other external partners.
- Ensuring that the Guild operates to a high standard in comparison with other students' unions and comparable third sector organisations.

- Oversee media and external relations.
- Monitor the progress and development of the Guild in conjunction with the Articles of Association, Mission Statement, and Strategic Plan and periodically to review those as appropriate.
- Lead the formulation of Guild policy on democracy and governance and oversee its execution.
- Work with relevant staff members in encouraging Full Members to participate in democratic activities and Elections.
- Be the lead Officer involved in the financial issues of the Guild of Students.
- Support the Education Officer relating to academic matters.
- In conjunction with the Officer Team, liaise with and advise the Chief Executive on matters relating to the Guild.
- Be Vice-Chair of the Trustee Board.
- Be a Trustee of the Guild.
- Be a member of University Council and attend its meetings
- Build and develop the Guild's ability to effect positive change on issues decided by the Membership.
- Attend Guild Committees as agreed, such as Campaigns Committee.

Activities & Employability Officer

- Lead the formulation of Guild policy on student activities and development, and oversee its execution.
- Work with relevant staff members to ensure that all Committee Members are empowered to organise high-quality activities for the benefit of students through the provision of training, advisory briefings and other services.
- Lead the Guild of Students' work to enhance the personal development and future employability of Full Members.
- Shall oversee the Guild's programme of events and commercial activities, including chairing any relevant committees in this area.
- Maintain a productive working relationship with the University over issues relating to student activities and events, including the recognition and accreditation of the work of Student Group Executive Members and volunteers.
- Have responsibility for all membership disciplinary matters with the Guild, delegated to staff where appropriate.

- Be the Editor-in-Chief of all official Guild publications.
- Be a Trustee of the Guild.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Attend Guild Committees as agreed, such as Activities Committee.

Education Officer

- Lead the formulation of Guild policy on education and oversee its execution.
- Ensure that students are represented throughout the University on academic issues.
- Maintain a productive working relationship with the University on academic issues.
- Work with relevant staff members to ensure that representatives are empowered to achieve positive change on behalf of students through the provision of training, advisory briefings and/or other services.
- Monitor the progress and impact of Guild representation in addressing the concerns of students on academic issues.
- Be the Guild lead on the Student Representation System as co-chair of the Student Representation System Advisory Board.
- Be the Guild lead on issues relating to the academic infrastructure, including being the key point of contact on matters relating to Institutional Audit.
- Oversee the development and dissemination of the Guild's Student Voice Report.
- Be a Trustee of the Guild.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Attend Guild Committees as agreed, such as Education Committee.

International Officer

- Lead the formulation of Guild policy on international matters and oversee its execution.
- Ensure that international students are represented throughout the University on issues affecting their experience.

- Maintain a productive working relationship with the University on the international student experience, including students with international fee status, those studying on a year abroad and students at Birmingham's international satellite campuses.
- Monitor the progress and impact of Guild representation in addressing international students' issues, providing guidance to staff and officers where appropriate.
- Oversee the organisation of Guild services and activities, including induction and integration activities, for international students and ensuring that all services and activities of the Guild have an internationalisation perspective.
- Be the Guild lead on issues relating to the experience of international students, including acting as a key point of contact for ISAS, BIA and Study Abroad.
- Work with staff to ensure that Guild events, activities and communications are accessible for International students.
- Support the work of the International Students Association.
- Be a Trustee of the Guild.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Attend Guild Committees as agreed, such as Education Committee.

Postgraduate Officer

- Lead the formulation of Guild policy on postgraduate matters and oversee its execution.
- Ensure that both postgraduate researchers and taught students are represented throughout the University on issues that affect their experience.
- Maintain a productive working relationship with the University on the postgraduate student experience, including being the key point of contact for the Graduate School.
- Work with relevant staff members to ensure that postgraduate representatives are empowered to achieve positive change on behalf of students through the provision of training, advisory briefings and/or other services.
- Oversee the organisation of Guild services and activities, including induction activities, for postgraduate students.
- Be the Guild lead on postgraduate elements of the Student Representation System, providing postgrad student views to relevant University committees.

- Monitor the progress and impact of Guild representation in addressing the concerns of students on postgraduate issues, providing guidance to staff and officers where appropriate.
- Support the work of the Postgraduate and Mature Students Association.
- Be a Trustee of the Guild.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Attend Guild Committees as agreed, such as Education Committee.

Sports Officer

- Lead the formulation of Guild policy on issues related to sport and healthy living, and oversee its execution.
- Work with relevant staff members and the University to provide all Full Members with the opportunity to be involved in sporting activities, at both participation and performance levels.
- Promote student-led sport and where possible ensure sport is student-led throughout the University.
- Maintain a productive working relationship with the University over issues relating to the management of University of Birmingham Sports.
- Work with the University to ensure that campus facilities are accessible and sufficient for those Full Members participating in sport.
- Work with the University to ensure that student participation in sport is accredited and that the positive impact made by sports clubs is recognised.
- Help Full Members live healthier lives by providing Full Members guidance on relevant issues.
- Act as a key contact for British Universities and Colleges Sport (BUCS) and any other sport-focused external organisations that the Guild is in partnership with.
- To be a member of the Guild's Ethical and Environmental Committee and support sustainability activity.
- Be a Trustee of the Guild.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Attend Guild Committees as agreed, such as Activities Committee.

Welfare & Community Officer

- Lead the formulation of Guild policy on issues relating to the rights of all students, including student welfare, safety and housing.
- Maintain a productive working relationship with the University over issues relating to the general wellbeing, accommodation and safety of Full Members.
- Oversee the Guild's work to combat crime in student areas of Birmingham.
- Be responsible for promoting Equality and Diversity in all aspects of the organisation.
- Be responsible for the support of Liberation Guild Officers and Liberation Associations, including through the Welfare and Liberation Committee.
- Ensure that the Guild is accessible to and supportive of those students who continue to live at home whilst studying at the University of Birmingham.
- Be a Trustee of the Guild.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Work with relevant staff members to enhance the communal life of students in Halls, through the organisation of high-quality events and activities.
- Attend Guild Committees as agreed, such as Welfare and Liberation Committee.