

## **Introduction**

The Guild's Part-Time Officers are elected each year by students at the University of Birmingham. 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). Part-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**

As volunteers, Part-Time Officers may not participate to the same extent as Full-Time Officers on the following, but are still involved and engage in:

- 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 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 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.

## **Campaigns Officer**

- Actively campaign on an issue(s) of interest and concern to University of Birmingham students, as outlined in their manifesto.
- Attend and support the work of the Campaigns Committee.
- Encourage Full Members to actively get involved with the aims of their manifesto.
- Ensure that the Guild actively promotes initiatives to support and empower Full Members to campaign on issues of concern to University of Birmingham students to be aware of the needs and priorities of Full Members and respond to them as required.

### **Disabled Students' Officer**

- Campaign on issues of concern to students with disabilities.
- To support the work of the Disability and Mental Health Association
- Promote the interests of students with disabilities to the University of Birmingham, the Guild and wider as appropriate.
- Attend the Welfare and Liberation Committee.
- To ensure that representation of the students supported by the Disability and Mental Health Association occurs at all levels of the Guild in the absence of a committee.

### **Ethical & Environmental Officer**

- Campaign on issues related to the environment and ethical considerations.
- Support the work (which may include charring) of any relevant Representation Association or committee.
- Promote environmentally friendly and ethically sound policy and practice to the University of Birmingham, the Guild and wider as appropriate.

### **Ethnic Minority Officer**

- Campaign on issues of concern to students of an ethnic minority.
- To support the work of the Birmingham Ethnic Minority Association.
- Promote the interests of Ethnic Minority students to the University of Birmingham, the Guild and wider as appropriate.
- Attend the Welfare and Liberation Committee.
- To ensure that representation of the students supported by the Black and Ethnic Minority Association occurs at all levels of the Guild in the absence of a committee.

### **Lesbian, Gay, Bisexual, Trans and Queer+ (LGBTQ+) Students' Officer**

- Campaign on issues of concern for LGBTQ+ students.
- To support the work of the LGBTQ+ Association.
- Promote the interests of LGBTQ+ students to the University of Birmingham, the Guild and wider as appropriate.
- Attend the Welfare and Liberation Committee.
- To ensure that the representation of the students supported by the LGBTQ+ Association occurs at all levels of the Guild in the absence of a committee.

### **Trans and Non-Binary Students' Officer**

- Campaign on issues of concern to Trans or non-binary students.
- Promote the interests of Trans or non-binary students to the University of Birmingham, the Guild and wider as appropriate.
- Attend the Welfare and Liberation Committee.
- Ensure that the Guild actively promotes initiatives to ensure that the welfare and interests of Trans or non-binary students are protected.

## **Women's Officer**

- Campaign on issues of concern to women and non-binary students.
- Support the work of the Intersectional Feminist Association.
- Promote the interests of women and non-binary students to the University of Birmingham, the Guild and wider as appropriate.
- Attend the Welfare and Liberation committee.
- To ensure that representation of students supported by the Intersectional Feminist Association occurs at all levels of the Guild in the absence of a committee.