

Norwich University of the Arts Students' Union

The role of the Students' Union President

NUA Students' Union

NUA Students' Union is the representative voice of all NUA students. The Union is an independent, autonomous and democratic organisation whose members are NUA students who automatically become members of the Union. The President and Vice President are elected by ballot via an online election open to all NUA students. The Union is governed by a constitution; the President is responsible, alongside the Vice President, for ensuring that all elements of the constitution are upheld and that the Union is appropriately governed.

The President and Vice President are elected as leaders of the Students' Union. The Students' Union President assumes the role of Student Governor on the University Council, representing students' voices at the University Academic Board and acting as the NUS voting delegate. The Students' Union President's role is to uphold the representation of the Student Voice and ensure the Student Experience is the best it can be. The Students' Union Vice President oversees the welfare and inclusion of all NUA students, keeping the University accountable but with a specific focus on students' wellbeing and inclusivity. The Vice President also works closely with affiliated club and societies and arranges activities and events for NUA students to be a part of.

The President and Vice President are elected into their roles in the Union as a representative organisation in accordance with the Education Act 1994 with a maximum of two terms of service. This maximum length of service is to include either or both roles.

As well as democracy and representation, the Union facilitates social and recreational activities to enhance and enrich University life, coordinating a clubs and societies program. This area of the Union's work is led by the Students' Union Vice President: Activities, Welfare and Inclusion. The Students' Union President is responsible for supporting the Vice President with this, as appropriate.

National Union of Students

The NUA Students' Union is an affiliate of the National Union of Students (NUS). NUS is one of the largest student organisations in the world, representing the interests of over 7 million students in Further and Higher Education throughout the UK.

It is a voluntary membership organisation comprising local student representative organisations that have chosen to affiliate and pay a membership fee. NUA Students' Union is 1 of 750 constituent member Unions contributing to the NUS' lobby to develop and enhance post-16 education in the UK.

NUS provide research, representation, training and expert advice for individual students and Students' Unions. They deal with over 15,000 welfare enquiries yearly and train over 3,000 Student Union Officers.

The NUS support the annual NUA Students' Union elections by acting as Returning Officer, ensuring fair and consistent practices is upheld.

Membership of the University Council

The President holds the position of Student Governor on the University council for the duration of their tenure. They are a full member of the board and are there to represent the collective student voice. The University Council meets three times a year plus one away day.

The President reports to the council on Union business at each of the three meetings. Each year the President submits a budget to the council for approval.

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The University Council adheres to the Higher Education Code of Governance.

NUS Delegate

The Union has a voting delegation of 1 which the President assumes to represent NUA students' views on NUS democracy by attending the NUS National Conference to vote on behalf of NUA students.

The Vice President assumes the role of an observer at NUS National Conferences.

NUA Students' Union President

Full Time 35 hours per week | 25 days annual leave Grade 5 salary (Currently £24,948.00 per annum)

Students' Union President Responsibilities

1. Day-to-day management of the Union and Union staff
2. Management of the Union budget and financial reporting
3. Be the primary signatory on the Students' Union's bank account and account services
4. Assume the position of Student Governor on the University Council and report to the University Council on Union business once per term
5. Represent the voice of NUA students at the University Academic Board and select University committees, including *Post Graduate Board of Studies*, *Programme Quality Committee* and *Academic Board* and any relevant sub-committees
6. Ensure all elements of the Union's Constitution are upheld
7. Uphold the objectives of the Union's Strategic Plan 2020-2023, with particular focus on the objective 'Ensure a sustainable future for the Union considering income, logistics and capacity of staff'
8. To liaise and work with Sabbatical colleagues (Students' Union Vice President), holding each other to account and collaboratively working together on shared goals
9. Chair the Students' Union Steering Committee and ensure the Union is appropriately governed
10. To accept actions from the Steering Committee and to engage constructively in scrutiny and feedback
11. Coordinate and deliver the training of Student Representatives and Liberation Officers
12. To attend Student Forums and Student Reps Groups as organised by University staff. Attendance is to be shared with the Students' Union Vice President as appropriate
13. Advocate on students' individual and collective behalf and champion the students' voice
14. To be the Students' Union lead representative on academic-related issues concerning the development of all Undergraduate and Postgraduate student experiences
15. Provide independent advice and guidance to student members on academic issues
16. Manage the Union's casework, including helping students prepare for cases for appeals, complaints and disciplinary hearings, ensuring the University observes due process
17. Hold the University to account over all decisions regarding students in the interest of Union members
18. To be the lead Sabbatical Officer of contact between the University's Vice-Chancellor and Senior Management Team
19. To attend and participate in relevant wellbeing and mental health training and learning enhancement opportunities
20. Organise campaigns alongside the Union Vice President in the interest of the Union's members
21. Help and assist with the running of Freshers' and Students' Union events
22. Respond to the student mandate on matters of Union policy and deliver personal manifesto promises
23. Have an awareness of wider Higher Education issues as well as national and global politics
24. To contribute to sector-wide debate and activity, including local and regional government lobbying towards student voice and experience.
25. Be the face of NUA Students' Union and represent the Union at external events

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26. To share the responsibility with the Students' Union Vice President to represent NUASU at relevant University Open Days, providing information to prospective students about the Students' Union and NUA student experience
27. Represent NUA students' views on NUS democracy by attending the NUS National Conference as the NUA voting delegate
28. Manage the hand-over period with newly elected Officers, ensuring all hand-over documents are up to date and detailed
29. Offering support to the Vice President by ensuring all club and society documents are kept up to date, with Students' safety at the forefront of all advice issued.

Essential Criteria

- A passion for helping others, with the desire to make the Union better for all its members
- Excellent skills in negotiation and persuasion, willing to advocate for students and create change
- Resilience and be willing to have difficult conversations on behalf of others
- Leadership - be a role model
- Ability to work under pressure and manage multiple projects and work to numerous deadlines
- Respect for democracy, able to support decisions made in the best interests of the Union as a whole
- Possess excellent interpersonal, communication and organisational skills
- Ability to maintain confidentiality and deal with sensitive issues with discretion
- Confident in giving presentations to small and large groups
- Ability to work independently, lead a team as well as effectively contribute to a team
- A willingness to work openly and honestly with an appreciation for the fact that this is an elected role and students will hold the President to account for their actions
- Interest in student issues within NUA Students' Union and the University, as well as nationally
- Willingness to undertake a large and diverse workload, which at times may be ambiguous
- Commitment to equality of opportunity for all student members
- Decisive and willing to make judgment calls

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The role of the Students' Union Vice President: Activities, Welfare and Inclusion

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The President and Vice President are elected into their roles in the Union as a representative organisation in accordance with the Education Act 1994 with a maximum of two terms of service. This maximum length of service is to include either or both roles.

As well as democracy and representation, the Union facilitates social and recreational activities to enhance and enrich University life, coordinating a clubs and societies program. This area of the Union's work is led by the Students' Union Vice President: Activities, Welfare and Inclusion. The Students' Union President is responsible for supporting the Vice President with this, as appropriate.

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Membership of the University Council

The President holds the position of Student Governor on the University council for the duration of their tenure. They are a full member of the board and are there to represent the collective student voice. The University Council meets three times a year plus one away day.

The President reports to the council on Union business at each of the three meetings. Each year the President submits a budget to the council for approval.

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NUS Delegate

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The Vice President assumes the role of an observer at NUS National Conferences.

NUA Students' Union Vice President

Full Time 35 hours per week | 25 days annual leave

Grade 5 salary (Currently £24,948.00 per annum)

Students' Union Vice President Responsibilities

1. Financial reporting of the Union budget, with particular regard to activities, welfare and inclusion
2. Be the secondary budget signatory on the Students' Union's bank account and account services
3. Represent the voice of NUA students at select University committees, including *Learning Teaching & Quality Committee, Equality Diversity & Inclusion Committee, Academic Board* and any relevant sub-committees
4. Ensure all elements of the Union's Constitution are upheld
5. Uphold the objectives of the Union's Strategic Plan 2020-2023 with a specific focus on ensuring strong levels of wellbeing and inclusion are being maintained
6. To liaise and work with Sabbatical colleagues (Students' Union President) holding each other to account and collaboratively working together on shared goals
7. To be an active member of the SU Steering Committee and to undertake the role of Deputy Chair
8. To accept actions from the Steering Committee and to engage constructively to scrutiny and feedback
9. Ensure the election of Student Reps and Liberation Officers is carried out fairly, upholding democracy
10. Assist the President with the delivery and training of Student Representatives and Liberation Officers
11. To attend Student Forums and Student Reps Groups as organised by University staff. Attendance is to be shared with the Students' Union President as appropriate
12. Advocate on students' individual and collective behalf and champion the student voice, particularly on issues related to welfare and inclusion
13. To be the Students' Union lead representative on welfare and inclusivity issues, including widening participation, promoting inclusive representation of NUA's student body
14. Provide independent advice and guidance to student members on welfare issues
15. Manage all affiliated clubs and societies
16. Organise the Union's social and welfare events
17. To work outside contracted hours when necessary, particularly to oversee club and society activity, and Union social events such as Freshers
18. To support the involvement of as many students in the Students' Union and its activities as possible
19. To manage the Union's social media platforms and website, and to take responsibility for promoting Union events and keeping information up to date and accessible for students
20. Hold the University to account over all decisions regarding students in the interest of Union members
21. To attend and participate in relevant wellbeing and mental health training and learning enhancement opportunities
22. Organise campaigns alongside the Union President in the interest of the Union's members. These will have particular regard to areas of activity of the Vice President, such as welfare and inclusivity
23. Respond to the student mandate on matters of Union policy and deliver personal manifesto promises

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The role of the Students' Union Vice President: Activities, Welfare and Inclusion

24. Have an awareness of wider Higher Education issues as well as national and global politics
25. To share the responsibility with the President to represent NUASU at relevant University Open Days, providing information to prospective students about the Students' Union and NUA student experience, represent NUA students' views on NUS democracy by attending the NUS National Conference as NUASU observer
26. Manage the hand-over period with newly elected Officers, ensuring all hand-over documents are up to date and detailed
27. Ensure that all club and society documents are kept up to date with students' safety at the forefront of all advice issued, ensuring that all rules and regulations are followed by all club and society Officers.