



By-Law: Principal Officer Team

This By-Law describes the role and remit of the GSA Principal Officer Team.

1. Introduction

1.1. Interpretation

This By-Law shall be subject at all times to the provisions of the Articles and shall be read in conjunction therewith.

1.2. Alterations of the By-Law

These By-Laws shall be amended from time to time by Association Council by a two-thirds majority.

2. The Role of the Principal Officer Team

2.1. The Principal Officer Team is responsible for:

- 2.1.1. Leading the GSA on all postgraduate related matters and acting as an positive ambassador for the GSA
- 2.1.2. representing the views, needs and interests of postgraduate students at University, GSA, local and national levels,
- 2.1.3. proactively campaigning on postgraduate issues,
- 2.1.4. researching, creating, writing and proposing policy or strategy,
- 2.1.5. acting as a Trustee and Directors to the organisation,
- 2.1.6. acting as a signatory on the GSA bank account and manage relative budgets in agreement with the CEO and other GSA officers,
- 2.1.7. Ensuring effective channels of communication with all stakeholders, including postgraduate students, fellow officers, GSA staff and University as required,

2.1.8. Supporting events run by the GSA throughout the year,

3. Membership of the Principal Officer Team

3.1. The Principal Officer Team shall consist of up to three Principal Officers elected by and from the Student Members of the Union.

3.2. There shall be the following Principal Officers on the Principal Officer Team:

3.2.1. President

3.2.2. Vice President Academic

3.2.3. Vice President Wellbeing & Community

4. Principal Officer Role Descriptions

4.1. The President shall:

4.1.1. be the recognised leader and spokesperson for the organisation and the membership,

4.1.2. lead on overseeing policy and governance development within the GSA, including the GSA strategy, Articles of Association and democratic processes, putting the membership at the heart of everything the GSA does,

4.1.3. ensure the GSA represents and advocates the needs of the diverse membership including, but not limited to, international, EU and home students on estates, campus development, accommodation, finance, employability and environment,

4.1.4. work closely with members of the University Executive Board as well as other stakeholders (including Trade Unions) on all new policy and decisions particularly in relation to estates, campus development, accommodation, finance, employability and environment,

4.1.5. work to establish good relationships and networks with the Careers department, Estates, Colleges (being the Main Colleges representative),

Academic Registrar's Office, Student Services in order to effectively represent the views of the membership

- 4.1.6. To work to engage the membership with relevant feedback mechanisms at the University and promote that subsequent action is taken on any feedback,
- 4.1.7. To consult with the membership on matters affecting students on a local and national level with reference to any changes that may affect them,
- 4.1.8. Lead and support the relevant Part-Time Officers and Association Council,
- 4.1.9. Help to coordinate and support the Part-Time Officer Training training,
- 4.1.10. communicate regularly with the University Executive Board, University Council, University Court about the work of the GSA,
- 4.1.11. Participate in the University's strategy, recruitment and alumni activity.

4.2. The Vice President Academic shall:

- 4.2.1. lead on overseeing academic policy within the GSA and the University, representing students accordingly,
- 4.2.2. ensure the GSA represents the membership on academic related matters including teaching, learning, supervision, research and education,
- 4.2.3. work closely with members of the University Executive Board as well as other stakeholders (including Trade Unions) on academic related matters, influencing academic policy, resources, support and related decisions affecting the membership,
- 4.2.4. work to establish good relationships and networks with the library, professional services and academic departments, including Graduate Board of Study Chairs, in order to effectively represent the views of the membership

- 4.2.5. To work to engage the membership with relevant feedback mechanisms at the University and promote that subsequent action is taken on any feedback,
- 4.2.6. To consult with the membership on academic related matters affecting students on a local and national level with reference to any changes that may affect them,
- 4.2.7. Ensure that the GSA has systems in place to effectively represent Graduate Teaching Assistants and students studying on online programmes and distance learning courses,
- 4.2.8. Lead and support the Part-Time Officers, Faculty Representatives and Academic Representatives,
- 4.2.9. coordinate and support the academic representation system including convening regular faculty forums and academic representative training,
- 4.2.10. assist the University with departmental reviews, ensuring postgraduates are receiving quality teaching, supervision and support, where required.

4.3. The Vice President Wellbeing & Community shall:

- 4.3.1. lead on overseeing wellbeing and community related matters within the GSA and the University, representing students accordingly.
- 4.3.2. ensure the GSA represents the membership on wellbeing and community related matters affecting them including funding, accommodation matters, mental health provision, decolonising work, misconduct and complaints, etc.
- 4.3.3. work closely with members of the University Executive Board as well as other stakeholders (including city and local community) on wellbeing and community related matters, influencing wellbeing policy, resources, support and related decisions affecting the membership

- 4.3.4. work to establish good relationships and networks with the Professional Services, Equality and Diversity team, Academic Registrar, Director of Student Life and Wellbeing in order to effectively represent the views of the membership
- 4.3.5. To work to engage the membership with relevant feedback mechanisms at the University and promote that subsequent action is taken on any feedback
- 4.3.6. To consult with the membership on wellbeing and community related matters affecting students on a local and national level with reference to any changes that may affect them
- 4.3.7. Ensure that the GSA has systems in place to effectively represent liberation groups and run campaigns
- 4.3.8. Lead and support the relevant Part-Time Officers, the Welfare Subgroup and Network Coordinators
- 4.3.9. To influence community development within the GSA such as Welcome Week, Networks, volunteering opportunities, the GSA Community Fund, sports, trips and any other relevant activities,
- 4.3.10. To support the organisation of GSA Awards
- 4.3.11. To support development of the GSA Mental Health Strategy and influence the offering of the GSA Welfare and Advice Services

4.4. Trustee Duties and Responsibilities of all Principal Officers:

- 4.4.1. to ensure the GSA complies with and fulfils its legal obligations
- 4.4.2. to contribute to the development and implementation of the GSA's strategic plan
- 4.4.3. to engage in collective decision-making regarding resources and finances of the GSA, ensuring financial stability

- 4.4.4. to ensure that staff of the GSA are well-supported and supervised so that they may do their job efficiently and effectively
- 4.4.5. to ensure that all decisions taken are in the interest of postgraduate students and will not harm the image or reputation of the GSA

5. Summary Terms and Conditions

- 5.1. Principal Officer shall remain in office in accordance with the all relevant Articles.
- 5.2. At the time of their election a Principal Officer must be a Student Member or a Principal Officer in their first year of office.
- 5.3. Elections for Principal Officer roles will be carried out in accordance with the By-laws on Election Regulations.
- 5.4. Any changes to the remuneration of Principal Officers shall be considered by the Board of Trustees.
- 5.5. All Principal Officers shall hold office for one year from 1 September to 30 August.
- 5.6. No Principal Officer shall be employed as a permanent staff member within two years of finishing their year of office, without the approval of the Board of Trustees.
- 5.7. Any member of the Executive with a possible conflict of interest between their duty to act solely in the interest of the Union and any personal interest (including but not limited to any personal financial interest) shall declare any such interest before discussion begins on the matter.

6. Multiple Accountabilities and Line Management

- 6.1. With regard to representative and campaigning matters, the Principal Officers are accountable to the Student Members through the Association Council, Student Members Meetings and Referenda.
- 6.2. With regard to Trustee responsibilities, Principal Officers are responsible to the Board of Trustees.

6.3. With regard to managerial matters, the Chair of the Board shall act as line manager for all principal officers.

7. Principal Officer Vacancies

7.1. In accordance with the constitution, in the case of an Officer position becoming vacant a by-election should be held.

7.2. By-elections may be held in conjunction with an already scheduled election.

7.3. Between the office becoming vacant and the position being elected, Association Council may, by majority vote, co-opt one or more officers to cover the responsibilities of the position.

7.4. The maximum length of time an officer may be co-opted without an election taking place is 4 months.

7.5. Co-opted officers must be able to cover all responsibilities of the post until it is re-elected.

7.6. The vacancy may be covered between the remaining Principal Officers. In this case, one Principal Officer will be directed to receive correspondence, including email, directed to the vacant position. Other responsibilities will be redistributed between the remaining Principal Officers as convenient.

7.7. In the case that the Principal Officers are unable or unwilling to cover the position, one or more members of Association Council may be co-opted to cover all responsibilities of the role.

7.8. Officers covering a vacant post may receive payment entitled by the post, proportional to the work undertaken, in agreement with the Board of Trustees.