

Regulation One – Officers of the Union

1 Officers of the Union

- 1.1 The Officers of the Union shall be:
- 1.1.1 President
 - 1.1.2 Vice-President (Operations)
 - 1.1.3 Vice-President (Activities)
 - 1.1.4 Honorary Secretary
 - 1.1.5 Honorary Junior Treasurer
 - 1.1.6 Academic Affairs Officer (~~Undergraduate Education Representative~~)
 - ~~1.1.7 Masters Representative~~
 - ~~1.1.8 Research Representative (Life Sciences)~~
 - ~~1.1.9 Research Representative (Physical Sciences)~~
 - ~~1.1.10~~ 1.1.7 Welfare Officer
 - ~~1.1.11~~ 1.1.8 Broadsheet Editor
 - ~~1.1.12~~ 1.1.9 Events Officer
 - ~~1.1.13~~ 1.1.10 Publicity and Web Communications Officer
 - ~~1.1.14~~ 1.1.11 Sports Officer
 - 1.1.12 PG Representative (Careers and Development)
 - 1.1.13 PG Representative (Activities and Events)
 - 1.1.14 PG Ordinary Member
 - 1.1.15 The RAG Champion/Officer

1.2 No person may hold more than one of the posts listed in Article 1.1

1.3 All posts may be held jointly by two or more persons, except for:

- 1.3.1 President
- 1.3.2 Vice-President (Operations)
- 1.3.3 Vice-President (Activities)
- 1.3.4 Honorary Secretary
- 1.3.5 Honorary Junior Treasurer

2 Representatives to the Union

2.1 The Representatives to the Union shall be:

- ~~2.1.1 President of Wye Campus Union Society (“WCUS”)~~
- ~~2.1.2~~ 2.1.1 Chair of Silwood Campus Union

3 Job Descriptions for Officers and Representatives

3.1 The President shall:

- 3.1.1 Be the ultimate representative of the Union.
- 3.1.2 Maintain relations between the Union and ICU, College, and other committees, institutions and Unions as appropriate.
- 3.1.3 Be responsible for the interpretation and development of the Constitution and Regulations.
- 3.1.4 Be responsible for the external communications of the Union
- 3.1.5 Be ultimately responsible for the finances of the Union.
- 3.1.6 Be ultimately responsible for Health & Safety issues within the Union.
- 3.1.7 Be ultimately responsible for the Academic Affairs Network.
- 3.1.8 Be ultimately responsible for all elections within the Union.
- 3.1.9 Be ultimately responsible for the publications of the Union.
- 3.1.10 Be ultimately responsible for discipline and grievance issues in the Union.
- 3.1.11 Be ultimately responsible for the conduct of Union Committees and Clubs and Societies.
- 3.1.12 Be ultimately responsible for all activities of the Union.
- 3.1.13 Be ultimately responsible for the work of the Executive and represent their views to the Council.
- 3.1.14 Supervise other Officers of the Union, delegate the duties of any Officer who is unable to fulfil them and negotiate extra duties with other Union Officers, as appropriate.

3.2 The Vice-President (Operations) shall:

- 3.2.1 Deputise for the President on the South Kensington Campus as required
- 3.2.2 Liaise with the treasurer with regard to the finances of departmental societies
- 3.2.3 Co-ordinate the procurement of sponsorship for the Union
- 3.2.4 Facilitate communication and cooperation between departmental societies and organisation of inter-departmental events and activities in conjunction with the Vice-President (Activities) and the Event Officer.
- 3.2.5 Be responsible for public relations issues of the Union.
- 3.2.6 Be responsible for liaising with the Imperial College Careers Service and external groups in the organisation of the specialised Natural Sciences Careers/Internship Fair
- ~~3.2.7 Be responsible for ensuring all Officers of the Union have completed their ICU Officer training~~
- 3.2.8 Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences

3.3 The Vice-President (Activities) shall:

- 3.3.1 Deputise for the President on the South Kensington Campus as required
- 3.3.2 Oversee Union events and host traditional events
- 3.3.3 Be responsible for the organisation of and supervision of the Freshers' Ball
- 3.3.4 Be responsible for the sales and security of tickets, regalia and other assets of the Union
- 3.3.5 Be responsible for the supervision of Union events and participation in RAG Week activities
- 3.3.6 Be responsible for the organisation and supervision of the Science Challenge, including the recruitment and management of a Science Challenge Sub-Committee; though these roles may be delegated to a Science Challenge Chair upon permission of the Executive Committee.
- 3.3.7 Promote communication and cooperation between the South Kensington Campus and the other campuses of the Faculty of Natural Sciences

3.4 The Honorary Secretary shall:

- 3.4.1 Be responsible for the provision of Office facilities and services.
- 3.4.2 Oversee the accurate recording and compilation of all minutes of meetings of General Committee and Executive Committee. A full copy shall be archived when appropriate.
- 3.4.3 Maintain a list of names and contact details, of all Officers and representatives of the Union.
- 3.4.4 Maintain and protect a ~~written~~ ~~documentative~~ and photographic record of Union activities during the academic year, including names of all Union, Club and Society Officers and representatives.
- 3.4.5 Submit material to Imperial College Archives as and when necessary.
- 3.4.6 Ensure all Officers of the Union prepare and provide hand-over documents for their successors a minimum of 10 weeks before handover period – a copy to be archived in the RCSU Office.
- ~~3.4.6.3.4.7~~ 3.4.6.3.4.7 Ensure that a copy of the current Constitution, Regulations and Union Policy is available to all members of the Union and that the master copy is kept secure.

3.5 The Honorary Junior Treasurer shall:

- 3.5.1 Report the financial position of the Union to the Executive, as required.
- 3.5.2 Report the financial position of the Unions' Clubs and Societies to the Executive, as required.
- ~~3.5.2.3.5.3~~ 3.5.2.3.5.3 Maintain an inventory and records in accordance with the ICU Financial Regulations.
- ~~3.5.2.3.5.4~~ 3.5.2.3.5.4 Be made available to assist Departmental Society Treasurers upon reasonable request
- ~~3.5.2.3.5.5~~ 3.5.2.3.5.5 Facilitate the payment of debtors in conjunction with the Honorary Senior Treasurer
- ~~3.5.3.3.5.6~~ 3.5.3.3.5.6 Inform all persons with financial authority in the Union of their duties and responsibilities and obtain a written declaration from each such person to confirm their knowledge and acceptance of this responsibility.
- ~~3.5.4~~ 3.5.4 ~~Oversee the Union's representation at ICU Trading and Services Committees.~~

3.6 The Academic Affairs Officer (~~Undergraduate Education Representative~~) shall:

- 3.6.1 Be responsible for the Academic Affairs Network for undergraduate and postgraduate students.
- ~~3.6.2~~ 3.6.2 ~~Liaise, where appropriate, with the Masters Students' Representative in the representation of undergraduate students studying a 4 year MSci degree to the Union or any other appropriate committee, as outlined in~~
- ~~2.7.3 and/or 2.8.3~~

~~3.6.33.6.2~~ Represent the views of ~~undergraduate~~ students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:

- a) General Committee
- b) ICU Council
- c) ~~The Undergraduate Studies Committee of Imperial College~~The Faculty of Science Teaching Committee
- d) The Science Studies Committee of Imperial College
- e) The Staff-Student Committees of each department

~~3.6.43.6.3~~ Co-ordinate and supervise the activities of the Academic Representatives of the undergraduate and postgraduate students in the Union.

~~3.6.53.6.4~~ Ensure compliance of the elections of Academic Representatives of undergraduate and postgraduate students with the Election Regulations.

~~3.6.63.6.5~~ Liaise with the ~~Undergraduate~~ Education Officers of other Faculty of Natural Sciences Campuses, and the PG Representatives in order to ensure complete representation of ~~undergraduate~~ students within the Faculty

3.6.6 Actively participate in the planning of the Science Challenge.

3.7 ~~The Masters Students' Postgraduate~~ Representative (Activities and Events) shall:

3.7.1 Be responsible for the ~~Academic Affairs Network organising events~~ for ~~taught~~ postgraduate students.

3.7.2 Be an *ex officio* voting member of the Graduate Students Association (GSA) Executive Committee

3.7.3 Represent the views of ~~taught Postgraduate~~ students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:

- a) General Committee
- ~~b) ICU Council~~
- ~~e) b) -~~The Graduate Students Association
- ~~d) The Science Studies Committee of the College~~
- ~~e) The Staff Student Committees of each department~~
- ~~f) Postgraduate Quality Committee~~
- ~~g) GSLSM & GSEPS Academic Training Committees~~

3.7.4 ~~Liaise~~Liaise, where appropriate, with the Academic Affairs Officer (~~Undergraduate Education Representative~~) in the representation of undergraduate students studying a ~~postgraduate degree, 4-year MSci degree to the Union or any other appropriate committee, as outlined in 2.7.3 and/or 2.8.3~~

~~3.7.5 Co-ordinate and supervise the activities of the Academic Representatives of the taught postgraduate students in the Union.~~

~~3.7.6 Ensure compliance of the elections of Academic Representatives of taught postgraduate students with the Election Regulations.~~

~~3.7.73.7.5~~ Promote communication and cooperation with the GSA and the organisation of joint events

~~3.7.83.7.6~~ Act as returning officer in the election of ~~Masters Students' Course Representatives~~Postgraduate Representative (Activities and Events), under the Election Regulations.

3.8 ~~The Research Representative (Life Sciences)~~Postgraduate Representative (Careers and Development) shall:

- 3.8.1 Be responsible for the Academic Affairs Network for research students.
- 3.8.2 Be an *ex officio* voting member of the GSA Executive Committee
- 3.8.3 Represent the views of research students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:
 - ~~a) General Committee~~
 - ~~b) ICU Council~~
 - ~~e)a) The Graduate School of Life Sciences and Medicine Management Committee~~
 - ~~d)b) The Graduate Students Association~~
 - ~~e) Postgraduate Quality Committee~~
 - ~~f) GSLSM Academic Training Committee~~
- 3.8.4 Co-ordinate and supervise the activities of the Academic Representatives of research students in the Union.
- 3.8.5 Ensure compliance of the elections of Academic Representatives of research students with the Election Regulations.
- 3.8.6 Promote communication and cooperation with the GSA and the organisation of joint events
- 3.8.7 Act as returning officer in the election of Divisional Research Representatives, under the Election Regulations.

3.9 The ~~Postgraduate Ordinary Member Research Representative (Physical Sciences)~~ shall:

- 3.9.1 Be responsible for the Academic Affairs Network for research students.
- 3.9.2 Be an *ex officio* voting member of the GSA Executive Committee
- 3.9.3 Represent the views of research students of the Union in matters concerning academic affairs and student welfare to the following and any other appropriate committees:
 - a) General Committee
 - b) ICU Council
 - c) The Graduate School of Engineering and Physical Sciences Management Committee
 - d) The Graduate Students Association
 - e) Postgraduate Quality Committee
 - f) GSEPS Academic Training Committee
- 3.9.4 Co-ordinate and supervise the activities of the Academic Representatives of research students in the Union.
- 3.9.5 Ensure compliance of the elections of Academic Representatives of research students with the Election Regulations.
- 3.9.6 Promote communication and cooperation with the GSA and the organisation of joint events
- 3.9.7 Act as returning officer in the election of Divisional Research Representatives, under the Election Regulations.

3.10 The Welfare Officer shall:

- 3.10.1 Co-ordinate and supervise the promotion of welfare issues in the Union.
- 3.10.2 Co-ordinate and supervise the promotion of health and safety issues in the Union
- 3.10.3 Represent the views of the students of the Union in matters concerning welfare and/or health and safety issues to the following and any other appropriate committees:
 - a) General Committee
 - b) ICU Council
 - c) ICU Welfare Committee
 - ~~d) Faculty Health and Safety Committee~~
 - ~~e)d) ICU Health and Safety Committee~~
- 3.10.4 Organise a minimum of one Welfare Week (Which aims to enhance awareness of a variety of welfare issues, typically one a day).
- 3.10.5 Organise and arrange Workshops relating to a variety of Welfare issues through the year.
- 3.10.6 Liaise with the ICU Deputy President (Welfare) to publicise Campaign Weeks and other Imperial College bodies to publicise and increase awareness of Welfare Facilities.
- 3.10.7 Be available at an accessible location once a week for Welfare Drop-in sessions.

~~3.10.43.10.8~~ LiaseLiase with the Welfare Officers of other Faculty of Natural Sciences Campuses in order to ensure complete representation of undergraduate students within the Faculty

3.11 The Broadsheet Editor shall:

- 3.11.1 Organise the publication and distribution of the ~~newsletter-publication~~ of the Union, which shall be called Broadsheet
- 3.11.2 Organise the publication and distribution of a Freshers Handbook, to be distributed to all Freshers' before the commencement of the Academic year.
- 3.11.3 Form a Broadsheet Publication Team consisting of a minimum of 2 additional members: One to be Copy Editor and One to assist with finance and sponsorship. These appointments should be agreed by the Executive Committee. Recruit assistance as necessary from the student body.
- 3.11.4 Archive a copy of all publications.

3.12 The Events Officer shall:

- 3.12.1 Co-ordinate and supervise events held on a Union-wide scale, to a minimum of two events in Autumn and Spring terms
- 3.12.2 Recruit, ~~manage and be responsible for the for and assist with the~~ activities of an Events ~~Sub~~-Committee to be composed of volunteers from the student body. See Regulation 3.
- 3.12.3 LiaseLiase with the Vice Presidents in the organisation of inter-departmental events.
- 3.12.4 Liase with the Honorary Junior Treasurer to ensure that budgets are prepared and authorised for events. ~~3.12.5 Liase with Campus Officers for the organisation of inter-campus events~~
- ~~3.12.63.12.5~~ LiaseLiase with the Departmental Representatives to organise a minimum of one Buddy event per department
- ~~3.12.73.12.6~~ Co-ordinate with the RAG Champion the involvement of the Union in ICU RAG, including organisation of RAG Union events and representation of the Union to the ICU RAG Committee

3.13 The Publicity ~~and Web Communications~~ Officer shall:

- 3.13.1 Publicise the Union and its activities whilst ensuring compliance with appropriate Union regulations.
- 3.13.2 Maintain the Union notice boards and departmental notice boards.
- 3.13.3 Create and ensure the timely deliverance of targeted publicity campaigns as required to promote and publicise specific Union activities
- ~~3.13.4~~ Create and deliver the Union's E-bulletin to promote and publicise the Union and its activities
- ~~3.13.5~~ Maintain and develop the Union website to promote and further the Union's Aims and Objectives

3.14 The Web Communications Officer shall:

- 3.14.1 Publicise the Union and its activities whilst ensuring compliance with appropriate Union regulations.
- 3.14.2 Maintain the Union notice boards and departmental notice boards.
- 3.14.3 Create and ensure the timely deliverance of targeted publicity campaigns as required to promote and publicise specific Union activities
- 3.14.4 Create and deliver the Union's E-bulletin to promote and publicise the Union and its activities
- 3.14.5 Maintain and develop the Union website to promote and further the Union's Aims and Objectives

~~3.143.15~~ The Sports Officer shall:

- ~~3.14.43.15.1~~ Facilitate the organisation of competitive and participative sports teams within the Faculty
- ~~3.14.23.15.2~~ Liase with other Faculty representatives in the organisation of sporting events within the Faculty
- ~~3.14.33.15.3~~ Liase with Campus Officers for the organisation of inter-campus sporting events
- ~~3.14.43.15.4~~ Encourage and support the active participation of the student body in sporting activities

~~3.153.16~~ The Departmental Representatives shall:

- ~~3.15.43.16.1~~ Be the representative to the Union, College and ICU for their respective courses/departments.
- ~~3.15.23.16.2~~ Co-ordinate the activities of the academic representatives of their course/department.
- ~~3.15.23.16.3~~ Communicate with the Year Representatives frequently to ensure Departmental Issues are resolved rapidly.

~~3.15.3.16.4~~ Represent the views of the students of their department to the following and any other committees:

- a) General Committee
- b) The Staff-Student Committee of their course/department

~~3.15.4.16.5~~ Promote the activities of the Union.

~~3.15.5.16.6~~ Act as returning officer in the election of Academic Representatives, under the Election Regulations.

~~3.16~~The Divisional Research Students Representatives shall:

~~3.16.1~~Be the representative to the Union, College and ICU for their respective courses

~~3.16.2~~Co-ordinate the activities of the academic representatives of their division

~~3.16.3~~Represent the views of the students of their department to the following and any other committees:

- a)Academic Affairs Officer (Research Students' Representative)
- b)General Committee

~~3.16.4~~Promote the activities of the Union and the GSA.

~~3.16.5~~Representatives shall be nominated from the Silwood and Wye Campus Unions to act as equivalents to the South Kensington based Divisional Representatives

3.17 The Undergraduate Year Representatives shall:

3.17.1 Be the representative to the Union, College and ICU for their respective year groups

3.17.2 Represent the views of the students of their department to the following and any other committees:

- a) Departmental Representative Committee
- b) General Committee
- c) The Staff-Student Committee of their course/department

3.17.3 Promote the activities of the Union

~~3.18~~The Postgraduate Masters Students' Course Representative shall:

~~3.18.1~~Be the representative to the Union, College and ICU for their respective courses

~~3.18.2~~Represent the views of the students of their department to the following and any other committees:

- a)Academic Affairs Officer (Taught Postgraduate Education Representative)
- b)General Committee
- e)The Staff Student Committee of their course/department

~~3.18.3~~Promote the activities of the Union and the GSA.