

Council
10 June 2014

Imperial College Union
Officer Trustee Role Review

A paper by:

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BACKGROUND

The outcome of a paper titled 'Renaming the Deputy President (Finance & Services) Role' brought to Council on the 14th January 2014 was that a full scale Role Review was to take place in time for the final Council of the year. This paper is based on discussions in previous Council meetings and months of deliberations by the Officer Trustee team reflecting on the jobs this year.

Any changes made to any of the roles would have to be approved by Council in time for the 2015 Big Elections, this is a particular challenge as it involves two overlapping academic years.

The Appendices contain the current Bye-Laws describing the roles of the Officer Trustees and the proposed changes.

PURPOSE & SCOPE

This paper addresses all of the Officer Trustees addressed in the Bye-Laws and no thought has been given to the other two full time officer positions, Felix editor and ICSMSU President. Its purpose is to ensure that as the Union evolves as an organisation the roles the elected student Officer Trustees take remains central to everything that the Union does.

2014/ 15 is the first year the President and all Deputy Presidents have been Officer Trustees for the entirety of their term in office. Previously only the President had been a trustee of the Union, now all five roles hold an overall responsibility for the Union and as trustees are financially and legally liable for the organisation. This has had clear effects on the governance of the organisation and the overall responsibilities of the Officer Trustees.

There are two intended outcomes to this paper. Firstly to modify the Bye-Laws to accurately reflect the current situation and the spread of responsibilities. Secondly to change the name of the DPFS and DPCS to accurately reflect the roles and relationships between them.

OFFICER TRUSTEE 1- PRESIDENT

The first addition to this role is engagement with the local community, such as politicians (MPs, MEPs, local councillors) and the Royal College's of Music and Art. This already happens, however the addition means that President has the main responsibility for representing the Union externally. Currently the Deputy President (Clubs & Societies) also takes a leading role in maintaining relationships with associate members, including the RCA, RCM, and American Colleges. The new changes would not prevent any of the other Officer Trustees also taking on these roles where it would be relevant to them, or if they show a particular interest.

The other addition is "Outreach" with non- South Kensington campuses. This will become increasingly important with W3 and Imperial West but already happens to a certain extent with campuses such as Silwood, Hammersmith and St Mary's. The President would be in charge of outreach activities but can work with any of the Deputies for specific outreach areas such as Campaigns, Representation and Activities (CSPs etc.).

OFFICER TRUSTEE 2- EDUCATION

The addition of Student Enterprise and Innovation is the only real addition to this role. The Education Officer Trustee will continue to lead the Academic Representation Network, be the student representative on all Quality assurance and academic representation boards/committees, and the student rep for College departments such as the Careers service, eLearning, and The Graduate School.

OFFICER TRUSTEE 3- WELFARE

The role of DPW has grown significantly over the last few years, to reflect a increased emphasis on liberation efforts and campaigning, which broaden the definition of 'welfare' perhaps away from the traditional sense of the word. Still, the DPW will remain responsible for welfare networks and representing student welfare needs to the relevant College bodies - like the DPE.

OFFICER TRUSTEES 4 & 5 - DPCS & DPFS

Supporting Clubs, Societies & Projects is one of Imperial College Union's largest endeavours. We have the highest number of CSPs in the UK which is very time demanding on the staff and Officer Trustees who support all of these activities. Many of the supporting tasks for the planning and organising of events and activities and ensuring the finances of all CSP's are managed properly, creates a large workload of multiple decision based operational tasks. The Deputy President (Finance & Services) and the Deputy President (Clubs & Societies) work closely in many of these areas, especially the management of resources and events including the associated finance.

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Having one Officer Trustee supporting CSPs would be unrealistic, unmanageable and create a very operational, and potentially unattractive role which would may make it unsustainable. The changes suggested to these roles, mainly the sharing of responsibility, reflects changes made over the last two years and ensures the necessary operational tasks can be shared allowing further participation and leadership across the organisation.

Both the DPCS and DPFS have a lot of interaction with CSPs, related financial matters and development. It is important and good practice from a financial and operational perspective to have two people with the authority to approve CSP transactions. We do not intend for these roles to repeat any work or make the process inefficient, just to ensure that there is fluidity because the volume of work can require the attention of both roles at once.

Student Development is core to Imperial College Union and is an area we would like to continuing evolving over the coming years. Last year Student Development was added to the DPFS role description and since then both the DPFS and DPCS have worked with the student development staff in different ways.

In the 2013/ 14 academic year the Union launched Imperial Plus and Community Connections, both of which have had and will continue to need some input from Officer Trustees. This year, the DPFS has worked with the student development team on Imperial Plus and sat on College committees relating to skills development. The Community Connections programme is also in its infancy, and has had input from the DPCS in it's planning and launch, however there is scope for both the DPFS and DPCS role to provide more support and student input here.

ICU also maintains a relationship with Imperial Hub which is part of a national charity working alongside ICU in volunteering and social action and involves input at regular meetings. The President and DPCS also sit on the new Imperial Hub advisory board. These duties and the maintenance of this relationship will remain in the current DPCS and role and will continue to sit well in the role as it develops over the coming years. The reasoning for this is that according to the Memorandum of Understanding between Imperial Hub and ICU, they must avoid repeating activities or opportunities that ICU provides and the current DPCS role is best placed to do this.

AMENDMENTS TO THE BYE-LAWS

The major change to the Bye-Laws is the addition of a section outlining the Job Description for all of the Officer Trustees. This change more accurately reflects our joint responsibilities as Trustees and removes the duplication of lines across all the roles.

Proposal

- 1. To accept the proposed changes to the Bye-Laws in Appendix A**

NAME CHANGES

It is intended that the below job descriptions are considered separately from any name changes made to the Officer Trustee roles. However we also feel it is important that the names accurately reflect what each elected officer does.

We have had a lot of lengthy discussions about names and there are pros and cons for each idea and we feel the below changes are the most appropriate and best describe what the roles currently are whilst providing space to grow.

The inclusion of the word Activities into the current DPCS and DPFS roles reflects our work in a very broad range of student initiatives, not just limited to Clubs, Societies & Projects. It also highlights the huge involvement in student activities the DPFS has with relation to finances and other areas.

No name will fully describe everything a role does and the broader the scope of the role, the more complicated it becomes. Despite this we feel in addition to Activities, that having one role explicitly related to and responsible for finances and one for development, that the names will accurately reflect what they do. Whilst both roles do involve activities, finance and development and the roles are fluid to an extent, they retain clear and key responsibilities.

Proposal

The following changes to the names of the Officer Trustees:

- 1. President**
- 2. Deputy President (Clubs & Societies) to be renamed the Deputy President (Activities & Development)**
- 3. Deputy President (Education)**
- 4. Deputy President (Finance & Services) to be renamed the Deputy President (Activities & Finance)**
- 5. Deputy President (Welfare)**

D. Officers of the Union

1. The Officers of the Union shall be the:

1.1. Officer Trustees:

- 1.1.1. President,
- 1.1.2. Deputy President (Clubs & Societies),
- 1.1.3. Deputy President (Education),
- 1.1.4. Deputy President (Finance & Services),
- 1.1.5. Deputy President (Welfare),

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Job Descriptions for the Officer Trustees

x. Beyond their responsibilities as Trustees all Officer Trustees shall;

- x.1. Act as a Trustee ex-officio,
- x.2. Fulfil all Presidential and constitutional responsibilities,
- x.3. Execute and develop policy and further the aims and objectives of the Union,
- x.4. Ensure that all members of the Union are equally represented,
- x.5. Chair relevant Union Committees,
- x.6. Liaise with Union and College staff as appropriate,
- x.7. Represent the Union on external committees as appropriate,
- x.8. Report to Union committees as appropriate,
- x.9. Negotiate extra duties where appropriate,
- x.10. Coordinate the work of the non- Trustee officers of the Union,
- x.11. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
- x.12. Campaign, where appropriate, on issues relevant to the membership.

President

8. The President shall;

- 8.1. Be the chief executive officer of the Union,
- 8.2. Be responsible for constitutional development and preliminary interpretation,
- 8.3. Be responsible for the Managing Director,
- 8.4. Be responsible for coordinating the work of the officer trustee team,
- 8.5. Take on or delegate Presidential duties where appropriate,
- 8.6. Be responsible for representing the Union to the local community and external bodies,
- 8.7. Be responsible for the effective coordination of activities and representation at non-South Kensington Campuses in conjunction with the relevant officers and Union committees,
- 8.8. Ensure the adherence to the Complaints and Discipline procedures set out in Section E of the Bye-Laws.

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Deputy President (Clubs & Societies)

9. The Deputy President (Clubs & Societies) shall:

- 9.1. Take on Presidential duties as appropriate,
- 9.2. Be responsible for the effective coordination and representation of Clubs, Societies & Projects, in conjunction with the relevant Union committees,
- 9.3. Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects,
- 9.4. Represent Union Clubs and Societies to British Universities & Colleges Sports (BUCS).
- 9.5 To be jointly responsible for the sustainability, training and support of volunteers.

Deputy President (Education)

10. The Deputy President (Education) shall

- 10.1. Take on Presidential duties as appropriate,
- 10.2. Be responsible, for reporting to the College student opinion on academic affairs, suggesting areas for development, and enhancing the student experience and provision for students,
- 10.3. Be for responsible for the training and running of a Representation Network for the Academic Representatives of the Constituent Unions and other student bodies,
- 10.4. Liaise with the Constituent Unions on all academic matters concerning students,
- 10.5. Support Student Enterprise and Innovation within the Union and the College.

Deputy President (Finance & Services)

11. The Deputy President (Finance & Services) shall:

- 11.1. Take on Presidential duties as appropriate,
- 11.2 Be responsible for providing support on Financial matters to Clubs, Societies & Projects,
- 11.3. Be responsible for the adherence of Clubs, Societies & Projects to the Union's Financial Procedures,
- 11.4. Be responsible for the effective coordination and representation of student skills development and accreditation programmes operated by the Union,
- 11.5 To be jointly responsible for the sustainability, training and support of volunteers.

Deputy President (Welfare)

12. The Deputy President (Welfare) shall:

- 12.1. Take on Presidential duties as appropriate,
- 12.2. Be responsible for identifying and informing College of student opinion on welfare issues and suggesting areas for development, and for coordinating and publicising all campaigns concerning:
 - 12.2.1. equal opportunities and welfare issues,
 - 12.2.2. volunteering opportunities.
- 12.3. Be responsible for representing the welfare needs of all students, especially minority or under-represented groups to the College,
- 12.4. Be responsible for maintaining and running a Welfare Network with the Union and Constituent Union Liberation Officers,
- 12.5. Be responsible for providing support to student led campaigns.

Appendix B - Current Bye-law Descriptions

Job Descriptions for the Officer Trustees

President

8. The President shall;

8.1. Act as a Trustee ex-officio,

8.2. Be the chief executive officer of the Union,

8.3. Be the ultimate representative of the Union,

8.4. Be ultimately responsible for the whole Union, its Constituent parts, and its activities and governance,

8.5. Execute the policy and further the aims and objects of the Union,

8.6. Be responsible for constitutional development and preliminary interpretation,

8.7. Be ultimately responsible for the finances of the Union,

8.8. Be ultimately responsible for staffing and discipline issues,

8.9. Be responsible for Member and Associate Member discipline issues,

8.10. Be responsible for the Managing Director,

8.11. Be the manager of the other Officer Trustees in their role as employees and co-ordinate their work and that of the non-sabbatical Officers of the Union,

8.12. Delegate the duties and responsibilities of Officers in the case of vacancies or if any Officer is unable to carry out his or her duties,

8.13. Chair relevant Union Committees,

8.14. Liaise with Union and College staff as appropriate,

8.15. Represent the Union on external committees as appropriate,

8.16. Be ultimately responsible for Health and Safety across the whole Union,

8.17. Report to Union Committees as appropriate, and

8.18. Negotiate extra duties for Union Officers where appropriate.

Deputy President (Clubs & Societies)

9. The Deputy President (Clubs & Societies) shall:

9.1. Act as a Trustee ex-officio,

9.2. Uphold the policy and further the aims and objects of the Union,

9.3. Take on Presidential duties as appropriate,

9.4. Be responsible to the President for the effective co-ordination and representation of Clubs, Societies & Projects, in conjunction with the relevant Union committees,

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9.5. Be responsible to the President for the effective co-ordination of activities at non-South Kensington campuses, in conjunction with the relevant Union committees,

9.6. Be responsible for the effective co-ordination of volunteering within the Union and surrounding communities,

9.7. Be responsible for the organisation of Freshers' Fair,

9.8. Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects,

9.9. Liaise with other Union and College staff as appropriate,

9.10. Attend the relevant Union Committees,

9.11. Represent the Union on external committees as appropriate,

9.12. Represent Union Clubs and Societies to British Universities & Colleges Sports (BUCS),

9.13. Report to Union Committees as appropriate, and

9.14. Negotiate other duties with the President.

Deputy President (Education)

10. The Deputy President (Education) shall

10.1. Act as a Trustee ex-officio,

10.2. Uphold the policy and further the aims and objects of the Union,

10.3. Take on Presidential duties as appropriate,

10.4. Be responsible to the President for reporting to the College student opinion on academic affairs and suggesting areas for development, and enhancing the student experience, internationalisation, outreach and provision for student development, in conjunction with the relevant Union committees,

10.5. Be responsible for the training and running of a Representation Network for the Academic Representatives of the Constituent Unions and other student bodies,

10.6. Liaise with the Constituent Unions on all academic matters concerning students,

10.7. Liaise with Union and College staff as appropriate,

10.8. Attend the relevant Union Committees,

10.9. Represent the Union on external committees as appropriate,

10.10. Report to Union Committees as appropriate, and

10.11. Negotiate other duties with the President.

Deputy President (Finance & Services)

11. The Deputy President (Finance & Services) shall:

11.1. Act as a Trustee ex-officio,

11.2. Uphold the policy and further the aims and objects of the Union,

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11.3. Take on Presidential duties as appropriate,

11.4. Be responsible to the President for the services the Union provides,

11.5. Be responsible to the President for day-to-day administration of finances in accordance with the Union's Financial Procedures.

11.6. Be responsible to the President for the finance-related aspects of Clubs, Societies & Projects,

11.7. Be responsible to the President for the effective co-ordination and representation of student skills development and accreditation programmes operated by the Union,

11.8. Be responsible for supporting the postgraduate student experience, in conjunction with the relevant Union committees,

11.9 Liaise with Union and College staff as appropriate,

11.10. Represent the Union on external committees as appropriate,

11.11. Report to Union Committees as appropriate, and

11.12. Negotiate other duties with the President.

Deputy President (Welfare)

12. The Deputy President (Welfare) shall:

12.1. Act as a Trustee ex-officio,

12.2. Uphold the policy and further the aims and objects of the Union,

12.3. Take on Presidential duties as appropriate,

12.4. Be responsible to the President for identifying and informing College of student opinion on welfare issues and suggesting areas for development, and for coordinating and publicising all campaigns concerning,

- equal opportunities and welfare issues,
- volunteering opportunities liberation of under-represented groups,
- International students

12.5. Be responsible to the President for the Union's involvement in student accommodation provision,

12.6. Be responsible for representing the welfare needs of all students, especially minority or under-represented groups to the College,

12.7. Be responsible for maintaining and running a Welfare Network for the Union and Constituent Union Welfare Officers,

12.8 Liaise with Union and College staff as appropriate,

12.9. Attend the relevant Union Committees,

12.10 Represent the Union on external committees as appropriate,

12.11 Report to Union Committees as appropriate, and

12.12. Negotiate other duties with the President.