



## BYE LAWS A

### TERMS OF REFERENCE FOR EXECUTIVE OFFICERS

#### **The Terms of Reference stipulate the following:**

1. The general duties of all (a) the Vice Presidents, and (b) members of Executive
2. The specific duties of each Vice President and the Faculty/School Chairpersons
3. The specific duties of the Chair and Deputy Chair of Executive elected from amongst the Vice Presidents

#### **General Duties of the Vice Presidents**

- i. Act as a Trustee of the registered charity of CUSU and as a director of any company established by CUSU, as required by the Board of Trustees
- ii. Responsible for setting the strategic direction of CUSU and any company established by CUSU, as required by the Board of Trustees

#### **General Duties of the all Executive Members**

- i. Represent the interests of all members and CUSU to the University and other external bodies as appropriate and in accordance with CUSU policy
- ii. Chair, attend or observe at CUSU, University and external body meetings as required by the Articles of Association, Executive, Student Council or the Board of Trustees
- iii. Produce reports to Executive and its sub committees, Student Council and the Board of Trustees
- iv. Take lead responsibility for the strategic and business development of CUSU as required by CUSU policy

#### **Specific Duties of the Vice Presidents**

#### **Vice President Communications and Engagement**

- i. Develop CUSU policy regarding Communications and Engagement to actively encourage widening participation throughout the organisation
- ii. Strategically lead on all matters relating to communications and engagement of CUSU and any of its subsidiaries
- iii. Have full editorial control of all forms of communications for CUSU and ensure that the appropriate CUSU policies for such communications are applied
- iv. Promote amongst the membership and other stakeholders the activities, policies and services of CUSU
- v. Ensure that there is appropriate representation on CUSU, University and external body meetings for liberation and portfolio groups.

- vi. Allocate appropriate responsibility and provide support to members of Student Council where appropriate
- vii. Strategically lead the development of policy and the monitoring of engaging with all CUSU members, particularly minorities and hard to reach groups
- viii. Strategically lead on Communication and Engagement, working with and supporting appropriate Student Council members and oversee resource development for the area
- ix. Strategically lead on matters effecting the Environmental and Ethical impact of the organisation with the appropriate Student Council members
- x. Carry out all duties deemed appropriate by the Executive and Student Council

### **Vice President Democracy and Finance**

- i. Develop CUSU policy regarding Democracy and Finance to actively encourage widening participation throughout the organisation
- ii. Strategically lead on all matters relating to CUSU finances, ensuring that expenditure is in accordance with Union policy for the benefit of members, and ensure financial stability in strategic planning
- iii. Liaise with and develop appropriate relations with NUS and other local, regional and national organisations
- iv. Strategically lead on all issues of CUSU democracy, and ensure all members are able to exercise their democratic rights under the Articles of Association
- v. Strategically lead with appropriate Student Council members the organisation of social activities for all members
- vi. Ensure that the methods and publicity of elections within CUSU are conducted in accordance with the regulations and policies and that all members can participate in the election processes in liaison with the CUSU Returning Officer
- vii. Carry out all duties deemed appropriate by the Executive and Student Council

### **Vice President Representation**

- i. Develop CUSU policy regarding Representation to actively encourage widening participation throughout the organisation and shall be a member of the Academic Board
- ii. Strategically lead on all matters relating to representation, teaching, learning, quality assurance, NSS and student satisfaction within CUSU, the University and externally, in accordance with Union policy
- iii. To ensure representation of members on all academic issues within Faculties and Schools is maintained, supported and developed.
- iv. To ensure representation of members within Halls of Residence and other accommodation is maintained, supported and developed

- v. Strategically lead on all matters effecting members' safety and security working with the appropriate Student Council members and liaise with the University and other external bodies
- vi. Ensure the appropriate representation of academic issues of members within Faculties and Schools is maintained and supported
- vii. Strategically lead on all matters of representation, working with and supporting the Faculty Chairpersons, and appropriate Student Council members and oversee resource development for the area
- viii. Carry out all duties deemed appropriate by the Executive and Student Council

### **Vice President Student Activities**

- i. Develop CUSU policy regarding Sports & Societies and Volunteering & Employability to actively encourage widening participation throughout the organisation
- ii. Strategically lead on the personal development of all members involved in sports, societies and volunteering within CUSU
- iii. Strategically lead on the development, growth, innovation and sustainability of sports clubs and societies
- iv. Strategically lead on the duty of care to all members participating in sports clubs and societies and ensure that all their officials and other persons carry out appropriate measures to fulfil their duties
- v. Take decisions on strategy concerning Sports Clubs and Societies, their officers and funding
- vi. Strategically lead on campaigns, working with appropriate Student Council members and oversee resource development for the area
- vii. Strategically lead on the development and organisation of activities celebrating cultural diversity on campus
- viii. Strategically lead on the development and organisation of students' activities in raising and giving
- ix. Carry out all duties deemed appropriate by the Executive and Student Council

### **School and Faculty Chairpersons**

- i. Represent the students of the relevant School/Faculty, on all matters receive feedback and comments and report any matters to Academic Committee or Executive where relevant
- ii. Take lead responsibility for all appropriate representation on academic issues of members within their Faculty/School is maintained, supported and developed
- iii. Ensure appropriate liaison with the Vice President Representation for the representation of members' teaching, learning and quality issues within the Faculty/School
- iv. Take lead responsibility for all matters of teaching, learning, quality assurance, NSS and student satisfaction within the Faculty/School, in accordance with Union policy

- v. Take lead responsibility for all academic issues and representation within their school/faculty and promote amongst the School/Faculty elections for the posts of appropriate School/Faculty Representatives
- vi. Carry out all duties deemed appropriate by the Executive and Student Council

### **The Duties of the Chair and Deputy Chair of Executive**

The Executive shall elect from amongst the Vice Presidents a Chair and Deputy Chair at an extraordinary Executive comprising of incoming and outgoing Executive officers. This will be held as soon as possible after the confirmation of results for Executive officers. The voting will be in the order of:

- a) Chair of Executive
- b) Deputy Chair of Executive

Voting will be held by secret ballot under ATV (Alternative Transferable Vote) rules with the General Manager acting as RO. Candidates who apply for Chair of Executive but are unsuccessful will still be eligible to stand for Deputy Chair of Executive

### **The Chair of Executive:**

- i. Be responsible for the overall direction and co-ordination of the Executive and CUSU activities in line with CUSU policy
- ii. Allocate responsibilities to members of the Executive to ensure the implementation of CUSU policy, as determined by Student Council and the Board of Trustees
- iii. In the case of urgency, be empowered to take appropriate decisions on behalf of CUSU, after consultation with all available Executive members and such action reported to Executive for ratification
- iv. Chair Executive, the Board of Trustees and other CUSU meetings as required by the Articles of Association, Executive, Student Council and the Board of Trustees
- v. Represent CUSU on all matters in accordance with CUSU policy on Coventry University Committees and other meetings as specified in the University's terms of reference and shall be a member of the University's Board of Governors and Academic Board
- vi. Have overall Executive responsibility for ensuring the staff protocol is adhered to and the accountability of staff through the Chief Executive (General Manager) in all areas of services and activities of CUSU and its subsidiaries in compliance with the CUSU strategic plans and procedures

### **Deputy Chair of Executive**

The Deputy Chair shall assume the role and powers of the Chair in his/her absence, and shall be a member of the University's Board of Governors. In the event that the Vice President Representation is elected Chair, the Deputy Chair shall also be a member of Academic Board