

Election Guidance – Vice President Student Activities

Role Description	
Role Title	Vice President Student Activities
Location	McIntyre Building, University Avenue, Glasgow, G12 8QQ
Salary	£24,600
Endorsers Required	30
Endorser Eligibility	Must be a fully registered student at the University of Glasgow
Term of Office	1 st July 2025 – 30 th June 2026
Working Hours	Monday – Thursday 9am – 5pm Friday 9am – 4pm <i>Some occasional evening and weekend work will be required.</i>

Aims
<p>1.1 To promote GUSRC’s role in developing and sustaining quality events and activities on campus, with a particular focus on “non-traditional” University entrants.</p> <p>1.2 Progress the “graduate attributes” agenda in the University and ensure GUSRC retains and expands its role in offering extracurricular activities and opportunities for personal development.</p>

Main Duties
<p>2.1 To represent the interests of students, registered at the University of Glasgow, on GUSRC and University Committees relevant to the aims of this post.</p> <p>2.2 Liaise with staff and the GUSRC President in developing and delivering GUSRC support for Clubs & Societies, (e.g. assistance with affiliation, allocation of grants).</p> <p>2.3 Organisation of Welcome Week. Liaising with GUSRC Staff in ensuring effective coordination of GUSRC events and activities. Attend Cross Campus Welcome Week meetings with representatives of the other student bodies alongside the GUSRC President and GUSRC staff.</p> <p>2.4 Organise and co-ordinate the elements of events, festivals etc. relevant to the post as agreed by the Executive.</p> <p>2.5 Attend and participate in meetings relevant to the work and aims of SRC Volunteering and other matters pertaining to student volunteering and general “Graduate Attributes” related activity.</p> <p>2.6 Provide effective line management of GUSRC General Representatives, First Year Representatives, and the Charities Officer, by providing ongoing support, and facilitating meetings.</p>

2.7 Attend stalls at events and provide/distribute appropriate publicity materials.

2.8 Oversee the work of the student media and offer support where possible (including proof reading of publications).

2.9 Support the President and consult with Permanent Secretary in assisting the media to meet legal requirements and responsibilities to GUSRC.

Obligations

3.1 Elected Sabbatical Officers are required to sign a memorandum of understanding which sets out working conditions and provides protection in the following areas: terms of office, working week and hours, remuneration, absence, sick pay, holidays, academic study, resignation, and disciplinary and grievance procedure.

3.2 Sabbatical Officers are obliged to abide by the code of conduct as set out in GUSRC's Constitution.

3.3 Those elected will also be obliged to adhere to the above job description and display proof of their matriculation status no later than the start of the academic session of the year during which they will hold office.

3.4 Sabbatical Officers should avoid participation in any role or contribution to any activity which could be perceived as a conflict of interest. Once elected; responsibilities are to ensure the interests of GUSRC are always represented. Advice should be sought where a perception of a conflict of interest may arise.

Responsibilities

4.1 Sabbatical Officers are representatives of University of Glasgow students, within the GUSRC, the University, and the wider community. All Sabbatical Officers should be available to speak to and assist students, to the best of their ability, during the working hours outlined above.

4.2 Sabbatical Officers should promote and raise awareness of the services provided by GUSRC and ensure as far as possible that all students have equal access to these services.

4.3 Sabbatical Officers should attend GUSRC Council, Executive, and other Committees, and provide reports to these bodies when asked to do so. Sabbatical Officers are responsible for upholding the Constitution and policies of GUSRC, and should liaise with staff, other Executive and Council members to carry this out.

4.4 Sabbatical Officers should support and encourage Council members in the execution of their roles and should do as much as possible to ensure that all students have an equal opportunity to take part in GUSRC's work.

4.5 As part of their representative function, Sabbatical Officers should maintain constructive relations with the University, external organisations, and the other student bodies on campus.

4.6 Sabbatical Officers should not gain or seek to gain financially through their privileged access to information on additional available earning opportunities notified to GUSRC from time to time. They should ensure all such opportunities are communicated as widely as possible.

Checklist

Please ensure you have:

- Submitted your online nomination form by 12pm on Friday, 21st March.
- Checked that your endorsers are all fully registered students at the University of Glasgow and are eligible to endorse the position you are standing for. **We recommend that you add a few extra endorsers to help you meet your quota in case any of your endorsers are not eligible.**
- Made sure all your endorsers are confirmed by 4pm on Friday, 21st March.
- Submitted the following to elections@src.gla.ac.uk by 4pm on Friday, 21st March:
 - Photograph of yourself
 - Photograph of your Student ID
 - Your manifesto (max. 500 words, saved as a Word document)
 - Your manifesto summary (no more than 280 **characters**)
- Read the role description.
- Read and understood the election rules and regulations.

If you have any questions, please do not hesitate to contact the Deputy Returning Officer at elections@src.gla.ac.uk.

<https://www.glasgowunisrc.org/representation/elections/>