

ELECTION PACK
GUIDE TO POSITIONS AVAILABLE
VP STUDENT ACTIVITIES

SPONSORS REQUIRED – 30

SPONSOR ELIGIBILITY –

- **Must be a fully registered student of the University of Glasgow.**

Term of Office 12 months, commencing 1st July 2022

Working Hours Monday to Thursday 9am-5pm, Friday 9am-4pm.

Some evening and weekend meetings. (34 hrs p/w) **Pay** £18,529/a

1. Aims of Post

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.

1.2 Progress the "graduate attributes" agenda in the University and ensure GUSRC retains and expands its key role in offering extracurricular activities and opportunities for personal development.

2. Key Duties

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.

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).

2.3 Organisation of Freshers' Week. Liaising with GUSRC Staff in ensuring effective coordination of GUSRC events and activities. Attend Cross Campus Freshers' Week meetings with representatives of the other student bodies alongside the GUSRC President and GUSRC staff.

2.4 Organise and co-ordinate the elements of events, festivals etc. relevant to the post as agreed by the Executive.

2.5 Attend and participate in meetings relevant to the work and aims of GU Volunteering and other matters pertaining to student volunteering and general "Graduate Attributes" related activity

2.6 Provide effective line management of GUSRC General Representatives, First Year Representatives and the Charities Officer, by providing ongoing support, and facilitating meetings.

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.

3. 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 the SRC'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 represented at all times. Advice should be sought where a perception of a conflict of interest may arise.

4. Responsibilities

4.1 Sabbatical Officers are representatives of University of Glasgow students, within the SRC, 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 the SRC and ensure as far as possible that all students have equal access to these services.

4.3 Sabbatical Officers should attend SRC 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 policy of the SRC, 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 the SRC'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 the SRC from time to time. They should ensure all such opportunities are communicated as widely as possible

CHECKLIST

PLEASE CHECK YOU HAVE:

- Completed an online nomination form and submitted the form by 12 noon on Friday the 18th February.
- Checked that your sponsors are all fully registered students of the University of Glasgow and eligible to sponsor the position you are standing for. **We recommend that you add additional sponsors to help you meet your quota in case any of your selected sponsors are not eligible.**
- Made sure all your sponsors are confirmed by 4pm on Friday 18th February.
- Submitted an electronic photo to the elections email address by 4pm on Friday 18th February.
- Submitted your manifesto (no more than 500 words) as an attachment to the elections email address by 4pm on Friday 18th February.
- Read the job description.
- Read and understood the election rules and regulations.

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

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