

Byelaw 7 – Duties of Sabbatical Officers

7.1 Term of Office

1. The term of office for Sabbatical Officers will be a 12 month period, with sabbatical officers finishing no later than 31st July.
2. Sabbatical Officers level of remuneration is set in their employment contracts and reviewed yearly by the Board of Trustees.
3. All other terms and conditions of employment of Sabbatical Officers will be the same as employees of the Union.

7.2 Responsibilities of Sabbatical Officers

The Sabbatical Officers are collectively responsible for:

1. Conveying the views of the student body to the University
2. Promoting, defending, and campaigning for the rights and interests of students
3. Supporting and working in partnership with elected Student Officers for the benefit of all students as the Officer Committee
4. Implementing the decisions of General Meetings, Student Council, Referenda and any other Democratic process
5. Producing reports to Student Council on progress against manifesto
6. Co-ordinating the training of incoming Sabbatical Officers.
7. Answering in the first instance to the Trustees and to Student Council and acting on behalf of the Board of Trustees between meetings, reporting any action taken to the next Trustees' meeting.
8. Attending various University committees as required and carrying out any action assigned from those meetings.
9. Producing reports to the Trustees and Student Council from University committees, meetings, conferences etc. whether verbal or written.

7.3 Sabbatical Officer Positions

The Union will have four Sabbatical Officer Positions which will be elected annually by cross campus ballot. These positions are:

1. SU President
2. Head of Student Education
3. Head of Student Engagement
4. Head of Student Wellbeing

7.4 Specific Responsibilities of Sabbatical Officers

1. The specific responsibility of each Sabbatical Position shall be outlined in their relevant Job Descriptions.
2. In any legal documents, communication, official function or meetings when the role of President is required, their duties are laid out in the relevant role descriptions.
3. One of the Sabbatical Officers shall also be given the responsibility of Deputy President, as laid out in the relevant role description, to be co-opted by the Sabbatical team.
4. In the event a sabbatical officer vacates their position, the core duties of the role will be shared amongst the remaining sabbatical officers to ensure appropriate representation for students continues.