

Officer Trustees

1. Officer Trustee

1.1. Specific responsibilities

- a. Responsibilities of Charity Trustees (as detailed in Schedule 2.1).
- b. To be an effective representative of the Membership.
- c. To proactively seek feedback from Members.
- d. To keep up to date of local, national and international matters.
- e. Responsibility for achievement of AberSU-wide objectives.
- f. Responsibility for the effective operation of Zones and Student Engagement strategies.
- g. Responsibility for the implementation of campaigning and change activity.
- h. Managing the dual role and responsibilities therein of a Trustee and Representative.

1.2. Officer Team Responsibilities

- a. 100% attendance or apologies at the following meetings (No unexplained absences)
 - i. Annual General Meetings
 - ii. Senedd Meetings
 - iii. Zone Meetings
 - iv. Trustee Meetings
 - v. Council Meetings
 - vi. University Exec
- b. Ensure Online Presence
 - i. Maintain relationship with relevant stakeholders.
 - ii. Maintain relationship with Volunteer Officers.

1.3. An Ordinary Meeting of Senedd shall be held on at least two occasions in every semester, but every reasonable effort shall be made to ensure that at least three such Meetings are held in each semester.

1.4. This section is subject to clause 28 of the Constitution.

Portfolio Responsibilities

2. President

2.1. The President(s) shall be responsible for:

- a. To act in all aspects of the Constitution and Bye-Laws where referenced as the President of AberSU.
- b. Chairing the Board of Trustees and any relevant sub-groups where stated.
- c. Ensure the Officer team regularly reviews key student issues and representational and political affairs in line with current membership.
- d. Ensure all students are represented and not excluded from the AberSU.
- e. Develop and assess the AberSU Strategic Plan in conjunction with the Chief Executive.
- f. Work with the Chief Executive Officer and AberSU's senior management team to achieve and shape strategic aims and outcomes.
- g. Ensure AberSU Members are represented on a national scale by coordinating dealings with NUS and NUS Wales.

- h. Positively promote the work and objectives of AberSU by acting as the spokesperson of the Union to stakeholders and media.
- j. Attend appropriate University Committees.
- k. Ensure all the Union's governance and democratic processes function effectively.

3. Wellbeing Officer

- 3.1. The Wellbeing Officer(s) shall be responsible for:
- a. Representing the student body on matters relating to wellbeing, including student support, welfare, equality and diversity.
 - b. Co-ordinate activity and campaigns relating to student wellbeing.
 - c. Inform policy within the University and Students' Union on matters relating to student wellbeing.
 - d. Support and develop a network of students on wellbeing matters by chairing the Wellbeing Zone.
 - e. Work with the Chief Executive Officer and AberSU's senior management team to achieve and shape strategic aims and outcomes.
 - f. Attend appropriate University Committees.
 - g. Attend regular meetings with relevant University departments to further the development of student wellbeing.

4. Academic Affairs Officer

- 4.1. The Academic Affairs Officer(s) shall be responsible for:
- a. Representing the student body on matters relating to academic affairs, including international and postgraduate students, and widening participation.
 - b. Co-ordinate activity and campaigns relating to academic affairs.
 - c. Inform policy within the University and Students' Union on matters relating to academic affairs.
 - d. Support and develop a network of academic representatives by chairing the Academic Zone.
 - e. Work with the Chief Executive Officer and AberSU's senior management team to achieve and shape strategic aims and outcomes.
 - f. Attend appropriate University Committees.
 - g. Attend regular meetings with relevant University departments to further the development of academic interests.

5. Student Opportunities Officer

- 5.1. The Student Opportunities Officer(s) shall be responsible for:
- a. Representing the student body on matters relating to sports, societies, volunteering and employability.
 - b. Co-ordinate activity and campaigns relating to sports, societies, volunteering and employability.
 - c. Inform policy within the University and Students' Union on matters relating to sports, societies, volunteering and employability.
 - d. Support and develop a network of clubs and societies by chairing the Sports and Societies Zones.
 - e. Work with the Chief Executive Officer and AberSU's senior management team to achieve and shape strategic aims and outcomes.
 - f. Attend appropriate University Committees.
 - g. Attend regular meetings with relevant University departments to further the development of clubs, societies, volunteering and employability.

6. Welsh Culture Officer and UMCA President

6.1. The Welsh Culture Officer(s) and UMCA President(s) shall be responsible for:

- a. Ensuring adequate representation of Welsh culture and the Welsh language within the Students' Union and ensure promotion of the bilingualism policy.
- b. Co-ordinate activity and campaigns relating to the interests of Welsh-speakers and learners.
- c. Representing the needs of members in Welsh-medium Halls of Residence.
- d. Ensure that AberSU is kept aware of local and national issues affecting Welsh-speaking students.
- e. Lobbying NUS to provide adequate Welsh cultural language representation.
- f. Work with the Chief Executive Officer and AberSU's senior management team to achieve and shape strategic aims and outcomes.
- g. Attend appropriate University Committees.
- h. Attend regular meetings with relevant University departments to further the needs of Welsh-speakers and learners.