

Introduction

The Volunteer Officer (also referred to as "Part-time" Officer) Portfolios are not intended to be exhaustive list of the procedures and tasks carried out by the officer. It does however set out the main expectations of AberSU in relation to the post holder's duties and responsibilities.

1. Responsibilities of all Volunteer Officers

- 1.1. To attend all appropriate AberSU and University meetings including Union Council Meetings and Zones.
- 1.2. To act in a professional and appropriate manner always.
- 1.3. To ensure that all decisions and actions are taken in line with the AberSU constitution and current AberSU policy.
- 1.4. To be prepared to report on the progress of the work under their remit.
- 1.5. To regularly meet and liaise with relevant Officer Trustees and staff members.

2. Union Chairperson

- 2.1 The Union Chairperson shall be responsible for:
 - a. Working with the President and relevant staff to organise Union Council Meetings and Annual General Meetings, ensuring well publicised and organised Meetings (as detailed in Schedule 1.1).
 - b. Effectively chairing Union Council and Annual General Meetings having a strong understanding of the requirements of the AberSU Constitution. Consulting with the relevant staff and officers to ensure that a purposive approach is taken in the interpretation of the AberSU Constitution.
 - c. Ensuring that procedures of Union Council Meeting and Annual General Meetings are well understood by AberSU members.
 - d. Ensuring that AberSU rules and standards of behaviour are adhered to at Union Council Meetings and Annual General Meetings, particularly with respect to AberSU's core policies.

3. Welsh Language Officer

- 3.1 The Welsh Language Officer is responsible for:
 - a. Representing Welsh speaking students on matters relevant to them.
 - b. Co-ordinating and leading campaigns on matters relating to the needs of Welsh speaking students (where appropriate).
 - c. Acting as a source of information and point of contact for Welsh speaking students and students interested in the Welsh language.
 - d. Advising AberSU on ways it can improve its work in line with the needs of Welsh speaking students (including but not limited to regular review of AberSU Bilingualism Policy).
 - e. Working with students, full-time officers and other officers across Wales and UK to ensure the needs of Welsh speaking students are represented.

4. Environment and Sustainability Officer

- 4.1 The Environment and Sustainability Officer will be responsible for:
 - a. Representing students on matters relating to the environment and sustainability.
 - b. Co-ordinating and leading campaigns on matters relating to the environment and sustainability (where appropriate).

- c. Acting as a source of information and point of contact for students interested in environmental matters.
- d. Advising AberSU on ways in which it can improve the environmental impact of its work both locally and globally.
- e. Working with students, full-time officers and other officers across Wales and the UK to further work on environmental and sustainability issues.

5. LGBTQ+ Officer

5.1 The LGBTQ+ Officer will be responsible for:

- a. Representing LGBTQ+ students on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of LGBTQ+ students (where appropriate).
- c. Acting as a source of information and point of contact for LGBTQ+ students.
- d. Advising AberSU on ways it can improve its work in line with the needs of LGBTQ+ students.
- e. Working with students, full-time officers and officers across Wales and the UK to ensure the needs of LGBTQ+ students are represented and further the aims of the LGBTQ+ Campaign.

6. Women's Officer

6.1 The Women's Officer will be responsible for:

- a. Representing Women students on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of Women students (where appropriate)
- c. Acting as a source of information and point of contact for Women students.
- d. Advising AberSU on ways it can improve its work in line with the needs of Women students.
- e. Working with students, full-time officer and officers across Wales and the UK to ensure the needs of Women students are represented and further the aims of the Women's Campaign.

7. Disabled Students' Officer

7.1 The Disabled Students' Officer will be responsible for:

- a. Representing Disabled students on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of Disabled students (where appropriate)
- c. Acting as a source of information and point of contact for Disabled students.
- d. Advising AberSU on ways it can improve its work in line with the needs of Disabled students.
- e. Working with students, full-time officer and officers across Wales and the UK to ensure the needs of Disabled students are represented and further the aims of the Disabled Students Campaign.

8. Black, Asian and Minority Ethnic (BAME) Students' Officer

8.1 The BAME Students' Officer will be responsible for:

- a. Representing Black, Asian and Minority Ethnic students on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of BAME students (where appropriate)
- c. Acting as a source of information and point of contact for BAME students.

- d. Advising AberSU on ways it can improve its work in line with the needs of BAME students.
- e. Working with students, full-time officer and officers across Wales and the UK to ensure the needs of BAME students are represented and further the aims of the Black Students Campaign.

9. Postgraduate Students' Officer

9.1 The Postgraduate Students' Officer will be responsible for:

- a. Representing Postgraduate students on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of Postgraduate students (where appropriate)
- c. Acting as a source of information and point of contact for Postgraduate students.
- d. Advising AberSU on ways it can improve its work in line with the needs of Postgraduate students.
- e. Working with students, full-time officer and officers across Wales and the UK to ensure the needs of Postgraduate students are represented and further the aims of the Postgraduate Students' Campaign.

10. International Students' Officer

10.1 The International Students' Officer will be responsible for:

- a. Representing International students on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of International students (where appropriate)
- c. Acting as a source of information and point of contact for International students.
- d. Advising AberSU on ways it can improve its work in line with the needs of International students.
- e. Working with students, full-time officer and officers across Wales and the UK to ensure the needs of International students are represented and further the aims of the International Students' Campaign.

11. Mature Students' Officer

11.1 The Mature Students' Officer will be responsible for:

- a. Representing mature students on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of mature students (where appropriate)
- c. Acting as a source of information and point of contact for mature students.
- d. Advising AberSU on ways it can improve its work in line with the needs of mature students.
- e. Working with students, full-time officer and officers across Wales and the UK to ensure the needs of mature students are represented and further the aims of the Mature Students' Campaign.

12. Independent Students' Officer

12.1 The Independent Students' Officer will be responsible for:

- a. Representing independent students (which include care-leavers, estranged students, refugees, young carers, and parents in education) on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of independent students (where appropriate)
- c. Acting as a source of information and point of contact for independent students.

- d. Advising AberSU on ways it can improve its work in line with the needs of independent students.
- e. Working with students, full-time officer and officers across Wales and the UK to ensure the needs of independent students are represented.

13. Faculty Representatives

13.1 Each faculty of the university will have an Undergraduate and Postgraduate Representative.

13.2 Faculty Representatives will be responsible for:

- a. Representing students within their faculty on matters relevant to them.
- b. Co-ordinating and leading campaigns on matters relating to the needs of students within their faculty (where appropriate)
- c. Acting as a source of information and point of contact for students within their faculty.
- d. Advising AberSU on ways it can improve its work in line with the needs of students within their faculty.
- e. Working with academic reps and full-time officers to ensure the needs of students with their faculty are represented.